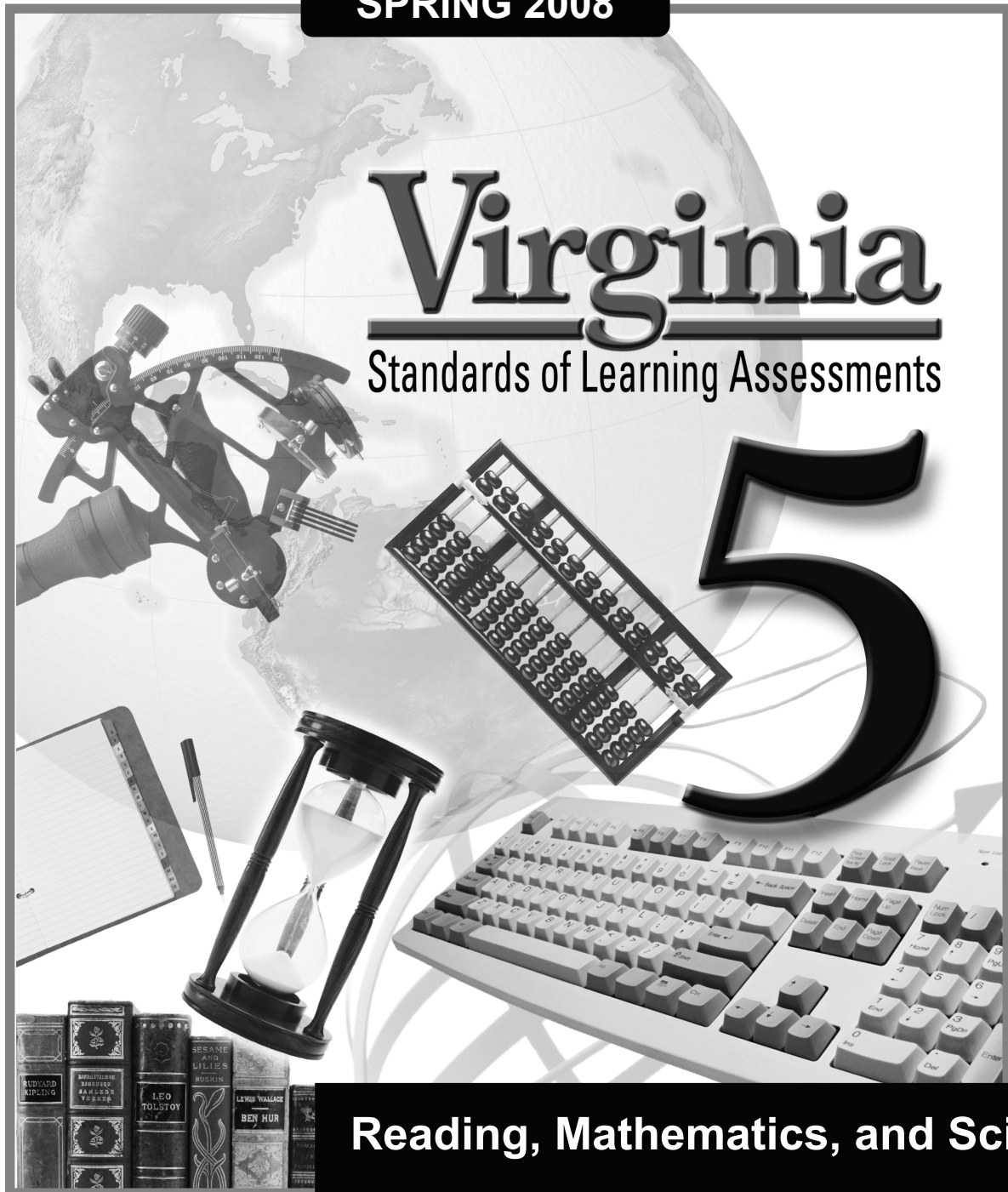


**EXAMINER'S MANUAL  
REGULAR AND SPECIAL FORMS**

**SPRING 2008**



**Reading, Mathematics, and Science**

***Non-Writing Tests***

Test security guidelines restrict persons who have not signed the  
*Test Security Agreement* from reading the actual test questions



## NEW FOR SPRING 2008

Carefully review this *Examiner's Manual* prior to the administration of the Spring 2008 Standards of Learning (SOL) Grade 5 Assessments (*Reading, Mathematics, and Science*). Please pay attention to the following:

### Manual Format

Changes in this manual have been made as follows:

- Information regarding special accommodations is now located in Appendix C.
- In Section 6, Specific Duties of Examiners: After Testing, directions for completing the answer document's Field H, Testing Status, Field I, Special Test Accommodations, and the directions for completing the Header Sheet and Paper Band have been removed. These directions are located in the *Test Implementation Manual* for STCs and DDOTs.

The STC may continue to designate an Examiner or another adult to complete Fields H and I on the answer documents, and complete the Header Sheet and Paper Band for the bundles of answer documents. If so, the STC will provide appropriate instructions.

### Answer Document

- The "battery" answer document for Grade 5 has been eliminated. Each subject area test has a separate answer document.
- Make certain that the only answer documents distributed to students indicate 2008 (located top center) and they have the correct test name (top right corner) for the appropriate test administration (Appendix B).
- Field I, Special Test Accommodations, Codes 2, 3, 7, and 20 are now available for all students:
  - Code 2 – Group size
  - Code 3 – Environmental modifications (e.g., special lighting, noise buffers, use of study carrel)
  - Code 7 – Assistance with directions for mechanics of the test (i.e., simplifying or clarifying directions)
  - Code 20 – Large-diameter pencil, special pencil, pencil grip

These codes have been removed from the answer documents. Refer to Appendix D for an updated list of Special Test Accommodation Codes.

### Sample Test Items

- Located on the back side of the Grade 5 *Reading* answer documents, the Samples Box has two items: A and B. However, some forms may have only one sample item (A). For this situation, a note is provided in the directions for Examiners to remind students to leave "Sample B" blank.

**If you have questions after reviewing this manual, contact your School Test Coordinator (STC).**

## IMPORTANT REMINDERS FOR SPRING 2008

### Grade 5 Reading Test

#### Struggling LEP Students (Reading Test Only)

- You may discontinue testing for Limited English Proficient (LEP) students who struggle with reading the test items after the students have responded to five items. Students must answer at least five items to be counted as participants in the reading test.

#### Test Forms

- Some test forms will have question(s) that do not refer to a “passage.” Sample “B” will provide students an illustration of this type of question.

### Grade 5 Mathematics Test

- The Grade 5 *Mathematics* test has two sections. In the first section, students may **not** use calculators. In the second section, students **may** use any four-function calculator.

The non-calculator section should be administered first. The directions for administering the mathematics test will instruct you appropriately when to begin the non-calculator and calculator sections.

### Verification of Secure Testing Materials

- Examiners will receive the multiple-choice test booklets packaged with an *Assembly ID Sheet* (Appendix E). The *Assembly ID Sheet* is used by the Examiner to verify the number of test booklets inside each package before distributing secure materials to the students during the test administration.
- Before testing, Examiners must verify the name of the subject area test on the front cover of the test booklets (lower right corner) to ensure that students are administered the correct test. Also, verify that the subject area test name on the answer document is the same as on the test booklet.

**If you have questions after reviewing this manual, contact your School Test Coordinator (STC).**

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## EXAMINER'S CHECKLIST

Activities Before Test Administration	
<input type="checkbox"/>	1. Carefully read this <i>Examiner's Manual</i> as well as any local directions you have been given. Resolve any questions you might have with your STC.
<input type="checkbox"/>	2. Read the <i>Test Security Guidelines</i> and sign the <i>School Division Personnel Test Security Agreement (Including Examiners/Proctors)</i> (Section 4.2 and Appendix A).
<input type="checkbox"/>	3. Make necessary announcements about testing to students (Section 4.3).
<input type="checkbox"/>	4. Establish an appropriate setting for test administration (Section 4.4).
<input type="checkbox"/>	5. Determine the need for Proctors (Section 4.5).
<input type="checkbox"/>	6. Understand your division's procedure for completing the student identification information on the answer documents (Section 4.6).
<input type="checkbox"/>	7. Assemble all materials needed for test administration (Section 4.7).
<input type="checkbox"/>	8. Ensure that appropriate manipulatives are available for all students (Section 4.8).
<input type="checkbox"/>	9. Plan for an alternate test site for students who may not finish their test by the end of the allotted test administration time (Section 4.9).
<input type="checkbox"/>	10. If you are administering tests to students who require special accommodations, become familiar with special accommodations specified in students' IEPs, 504 management plans, or LEP Student Assessment Participation Plans. Coordinate with your STC how accommodations will be provided (Appendices C and D).
<b>CAUTION:</b> Before you begin testing, verify that you have the new 2008 answer document for the Grade 5 tests ( <i>Reading, Mathematics, and Science</i> ). Using the wrong answer documents will result in inaccurate scores and delay delivery of test results.	
Activities During Test Administration	
<input type="checkbox"/>	1. Verify that the identifying information for students' answer documents is correctly completed (Section 5.2).
<input type="checkbox"/>	2. On each day that a test session is conducted, check out secure test materials and answer documents from your STC (Section 5.3).
<input type="checkbox"/>	3. Administer the test in adherence to the directions for the SOL Grade 5 Assessments ( <i>Reading, Mathematics, and Science</i> , Sections 5.4, 5.5, and 5.6).
Activities After Test Administration	
<input type="checkbox"/>	1. Inspect students' answer documents for completeness, test form number, damage, incomplete erasures, stray marks, etc. (Section 6.1).
<input type="checkbox"/>	2. Organize answer documents for return to the STC (Section 6.2).
<input type="checkbox"/>	3. Return ALL test materials to your STC (Section 6.3).
<input type="checkbox"/>	4. Read and sign the Examiner's/Proctor's Test Booklet Transmittal Form/Affidavit or the Classroom Transmittal Document for Special Test Forms Kits if used by your STC (Section 6.4).





## **1. USE OF THIS MANUAL FOR THE SPRING 2008 ADMINISTRATION OF ALL STANDARDS OF LEARNING (SOL) GRADE 5 TESTS**

This *Examiner's Manual* describes procedures that apply to the administration of the Grade 5 (*Reading, Mathematics, and Science*) Standards of Learning (SOL) Assessments for Regular Test Forms and Special Test Forms (Braille, large-print, and audiotape versions). All Test Examiners should follow the information in this manual before, during, and after the administration of the Grade 5 SOL Assessments. This manual provides the following information:

- test administration schedule
- school division responsibilities for SOL testing
- your duties before, during, and after each testing session
- specific instructions for administration of each Grade 5 test (*Reading, Mathematics, and Science*)

## **2. TEST ADMINISTRATION SCHEDULE**

Each school division is to administer the SOL Grade 5 tests within one of three statewide established “testing windows.” The Division Director of Testing (DDOT) will work with the School Test Coordinators (STCs) to identify the dates and times for each school. The STC will advise you of your school’s test dates and times.

Each school’s test schedule must allow opportunities for make-up sessions to be held prior to the end of the division’s testing window. Make sure that each student who is absent for the administration of a test is given ample opportunity to take the missed test on a make-up basis. The STC will provide you with more information about how your school will handle make-up testing. Also, see Section 7 in this manual.

## **3. SCHOOL DIVISION RESPONSIBILITIES FOR SOL TESTING**

Many school division personnel are responsible for the administration of the SOL Grade 5 tests. These include:

- Division Director of Testing (DDOT)
- School Test Coordinator (STC)
- Test Examiner (Examiner)

A brief explanation of the roles and responsibilities of each of these persons follows.

### **Division Director of Testing**

Each division has designated a Division Director of Testing (DDOT). The DDOT serves as the point of contact between the school division and the Virginia Department of Education and Pearson. The DDOT has divisionwide responsibility for implementation of SOL test procedures.

### **School Test Coordinator**

The School Test Coordinator (STC) is the person designated within each school to serve as the point of contact between the DDOT and the school. The STC is also responsible for ensuring that all procedures required for the SOL tests are implemented within the school and for maintaining the security of test materials. Any questions the STC has regarding the SOL tests should be directed to the DDOT.

### **Test Examiner**

As a Test Examiner (Examiner), you are responsible for administering the SOL tests according to the procedures contained in this manual and for maintaining the security of SOL test materials. The remaining sections of this manual contain more specific information about your duties as an SOL Examiner. Any questions the Examiner has regarding the SOL tests are to be directed to the STC.

#### 4. SPECIFIC DUTIES OF EXAMINERS: BEFORE TESTING

##### 4.1 Read All Materials

Carefully read this *Examiner's Manual*, your students' Individualized Education Programs (IEPs), 504 management plans, and *Limited English Proficient (LEP) Student Assessment Participation Plans* (if applicable), and any local directions you may have been given by your STC.

Resolve any questions you might have with your STC well in advance of test administration.

##### 4.2 Sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)*

Before you may administer any of the Spring 2008 SOL *Non-Writing* tests, you must read the *Test Security Guidelines* and then read and sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* (Appendix A). **Note the Virginia General Assembly 2000 legislation regarding test security.** You may sign the original page or a photocopy of the security agreement. When you sign this document, you are agreeing to exercise necessary precautions and to follow established procedures that will help ensure the security of the content of all test materials. **You must complete this agreement and forward it to your STC before receiving any test materials.**

##### 4.3 Inform Students of Testing

Make any necessary announcements about testing. Announcements may include reminders for students to bring sharpened No. 2 pencils to the testing sessions and something to read if they finish early. Prepare students for testing by explaining that the results of this test will help determine their level of proficiency in *Reading, Mathematics, and Science*.

##### 4.4 Establish the Test Setting

In conjunction with your STC, arrange for appropriate physical conditions for testing. In arranging an appropriate test setting, be sure to consider any accommodations that are specified in students' IEPs, 504 management plans, or *LEP Student Assessment Participation Plans*. Testing rooms should be quiet, well lighted, and well ventilated. Each student should have enough work surface for an open test booklet and answer document, and any materials or supplies required for accommodations. Crowding should be minimized and the seating arranged to discourage students from copying one another's work. Before testing, remove from the testing site or cover-up all curricular materials that might influence student performance. These materials include charts, dry-erase board or chalkboard displays, and bulletin board displays of materials related to test content.

You may find it helpful to place a "TESTING: DO NOT DISTURB" sign on the door.

##### 4.5 Determine the Need for Proctors and Arrange for Assistance

Testing students in large groups is **not** recommended because testing in smaller groups lessens test fear and anxiety for the student and facilitates your ability to monitor and control the testing session. However, if it is necessary to test a large group of students, discuss with your STC the addition of Proctors to the testing session.

It is best that you supervise the testing of no more than 25–30 students on your own. If your group is larger, try to arrange with your STC to have at least one Proctor with you at the testing site. It is recommended to have one Proctor present for every 25–30 **additional** students.

Regardless of the size of your group, if you are the only adult supervising the testing session, arrange with your STC to have another adult within calling distance so that an emergency, such as a student becoming ill, may be handled with a minimum of disruption.

Proctors should receive the same training as Examiners and must sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* as noted in Section 4.2. The use of non-school personnel as Proctors should be approached with caution.

#### 4.6 Understand Your Division's Procedure for Completing Student Identification Information on the Answer Documents

Identification information for each student must be included on the answer document either through a Pre-ID label or by coding the information on the answer document.

A sample of the new answer document with a Pre-ID label is in Appendix B. Refer to Section 5.2, which contains details on how to complete the demographic information. If it is not clear how to complete the demographic information on the answer document, be sure to ask your STC for directions well in advance of the test administration dates.

##### 4.6.1 Using Pre-ID labels on the demographic page

Your STC will provide you with Pre-ID labels for most of your students and instructions on how to use the labels.

**Only use Pre-ID labels that have been generated for the Spring 2008 Non-Writing Administration. Pre-ID labels from previous administrations must not be used.** The sample demographic page in Appendix B shows proper placement of the Pre-ID label.

#### 4.7 Assemble the Materials Needed for Testing

Make sure that metric/standard rulers, four-function calculators, either protractors or angle rulers, scratch paper, and a supply of sharpened soft-lead (No. 2) pencils with erasers are available for students to use during testing. Students **MUST** use only No. 2 pencils when completing the answer document for the Grade 5 *Non-Writing* tests. Mechanical pencils may be used as long as they contain No. 2 lead. Plain paper (including patty paper), lined paper, and grid paper are acceptable as scratch paper. See Tables 1 through 3 to review testing materials for specific subject areas.

#### 4.8 Use of Rulers, Calculators, and Other Materials or Devices

Students will use metric/standard rulers, any four-function calculator, and either protractors or angle rulers for the Grade 5 *Mathematics* test. Students will use metric/standard rulers and any four-function calculator for the Grade 5 *Science* test.

**Only a four-function (i.e., add, subtract, multiply, and divide) calculator or a four-function calculator with percent, square root, and +/- key functions may be used on the Grade 5 *Mathematics* and *Science* tests.**

Your STC will provide you with instructions about how metric/standard rulers, calculators, and protractors or angle rulers will be provided to students. These manipulatives should be made available to all students in your classroom except those taking Braille or large-print test forms. There are no test items requiring rulers, calculators, or protractors on the Braille or large-print tests. Refer to students' IEPs or 504 management plans regarding manipulatives.

These guidelines should be followed when addressing calculator use on the SOL tests:

- Students should be familiar with the type of calculator used during testing. Do not let testing time be the first time the student uses this calculator.
- Either a school-owned or student-owned calculator may be used on the test.

#### 4.9 Plan for an Alternate Test Site

**IMPORTANT:** SOL assessments are untimed. Students who do not finish by the end of the allotted test administration time should be given as much time as they need to complete the test. Students are **not** allowed, however, to complete the test after leaving, voluntarily or not, for any activity such as lunch or other breaks that would allow interaction with other students or access to any educational materials. Students **must** complete the test in one school day.

**Before the first day of testing,** determine whether the testing site must be used for non-testing activities at the end of the allocated time. If so, be prepared to move students who have not completed the test to an alternate testing site. Should this become necessary, be sure to maintain the security of the test booklets, answer documents, and used scratch paper for those students yet to complete the test. Students should not be allowed to discuss the test in any way during this move.

## 5. SPECIFIC DUTIES OF EXAMINERS: DURING TESTING

This section includes general instructions for administering SOL tests, general directions for administering the Grade 5 tests, including instructions for completing demographic information in Sections 1 and 2 of the answer document, and specific directions for administering the SOL Grade 5 *Reading*, *Mathematics*, and *Science* tests.

### 5.1 General Instructions for Administering the SOL Tests

#### 5.1.1 Reading the directions for administering the SOL tests

All directions that you are to read aloud to students are in **bold type** so that they stand out from the rest of the text. Read them **exactly as they are written**, using a natural tone and manner.

If you make a mistake in reading a direction, stop and say, **“No, that is wrong, I must read it to you again. Listen again.”** Then read the direction again. Other text is for your information and should not be read to students. It is essential that you become familiar with these instructions **before** test administration and that you follow them exactly as they appear.

Try to maintain a natural classroom atmosphere during the test administration. Encourage students to do their best. Check periodically to make sure that students are recording their answers correctly on the answer document, following instructions, and working until the end of the test or as far as they can.

#### 5.1.2 Test booklets and answer documents

Each student must read the questions from the test booklet and enter her/his answers on the subject specific answer document as each test item is completed. Only responses marked on the answer document will be scored.

While students may write in the SOL test booklets, they should not be encouraged to record their answers in the test booklet first and later transcribe them to the answer document. Errors in transcription may adversely affect the student's test score.

Remind students to handle their answer documents with care, record their answers with heavy, dark pencil marks, and avoid making extra marks. Also, answer documents should never be folded, clipped, stapled, or torn.

#### 5.1.3 Answering students' questions

Students should have a clear understanding of what they are supposed to do. Before actual testing starts, the Examiner must make the test procedures very clear to the students. Questions about procedures should be encouraged so that every student understands the mechanics of the test.

If students ask questions during the test, the Examiner should be very careful when answering. If the student's question refers to the mechanics of testing, such as how to fill in a circle or mark sample test items, it can be answered. If the question refers to a particular test item, the student should be told, **“Read it carefully and choose the best answer.”**

If a student says, “I don't understand this question,” you should respond, “I can't discuss the test questions with you, but maybe it would help to return to the question later.” Help must not be given on specific test items and no clues should be given about the correctness of a student's answer to a particular item. If, after testing is complete, a student asks to discuss a question, the Examiner, Proctor, or teacher should remind the student that the test questions cannot be discussed. **Additionally, Examiners and Proctors are not to discuss test questions/answer options with each other.**

Test questions may **not** be read to students, unless specified in their IEPs, 504 management plans, or *LEP Student Assessment Participation Plans*. **If in doubt, it is better to say that you cannot respond to the student's question rather than risk violating standard procedures.**

#### 5.1.4 Monitoring students during testing

During the test administration, monitor the testing process by moving as unobtrusively as possible about the room. Make sure that students are marking their answers in the correct section of the answer document. If you observe students marking their answers in the incorrect section, the **class** should be told, **"Please take a moment to check your work. Make sure you are completing the correct section in your answer document."**

Have extra sharpened pencils, erasers, and scratch paper available in an accessible place. Students are **NOT** to have access to dictionaries.

Familiarize yourself with Section 5.1.5, "Handling testing irregularities," as these situations may occur during the testing session.

**Examiners should focus their attention on monitoring the testing process during test administration and should not spend time reviewing test items.**

**IMPORTANT: Examiners/Proctors may not discuss any of the test questions with anyone.**

#### 5.1.5 Handling testing irregularities

Be aware of any situation in which a testing irregularity could occur, which includes, but is not limited to:

- A student becomes ill during testing.
- A student is observed cheating during the testing session.
- A teacher or another adult provides improper assistance to a student.
- Testing accommodations specified in a student's IEP, 504 management plan, or *LEP Student Assessment Participation Plan* are not provided.
- The student is provided an accommodation that is not specified in the student's IEP, 504 management plan, or *LEP Student Assessment Participation Plan*.
- An excessive disturbance or disruption occurs during the testing session.
- A student's test booklet or used answer document is missing.
- Any unused/unassigned test booklet is missing.

A testing irregularity is any occurrence that may inappropriately influence a student's performance. Any testing irregularities observed should be reported **immediately** to your STC. Your STC will discuss with you procedures for handling testing irregularities. All testing irregularities must be recorded as directed by your STC. The *Test Irregularity Form* in Appendix F of this manual may be used to document the incident.

**IMPORTANT: Your STC will have to provide the following additional documentation if the irregularity involves lost test materials.** Attach to the *Test Irregularity Form*:

1. a copy of the test booklet package *Assembly ID Sheet* for tracking the materials;
2. a copy of the *Examiner's/Proctor's Test Booklet Transmittal Form/Affidavit* or the *Classroom Transmittal Document for Special Test Forms Kits* or another such transmittal for tracking the materials;
3. a description of the circumstances surrounding the loss of materials; and
4. an explanation of the steps taken to locate the materials.

**If you question whether an incident in your classroom is a testing irregularity, discuss it with your STC.**

### 5.1.6 Reporting problems on SOL tests

The Examiners/Proctors should report problems or concerns to the STC who, in turn, will contact the DDOT. Any information relating to the test questions and/or answer options should not be e-mailed.

If during the testing session, a student reports that a test question and/or answer option contains an error, you should record the subject area test, level, form number, item (question) number, and/or answer option. Tell the student that her/his concerns will be reported to the central office. However, under no circumstances should the test question or answer options be discussed with the student. Additionally, Examiners and Proctors are not to discuss test questions/answer options with each other.

## 5.2 General Directions for Administering the SOL Grade 5 Tests

### 5.2.1 Student completion of required demographic information

The directions for required demographic information include instructions that are to be read verbatim to students. These instructions are preceded by the word **"SAY"** and are in **bold type**. These directions must be read to the students slowly, clearly, and **exactly as written**. Other text is for your information and should not be read to students. It is essential that you become familiar with these instructions **before** test administration and that you follow them exactly as they appear.

Be sure that all desks or tables are cleared of books and other materials not needed for the test. See that each student has two sharpened soft lead (No. 2) pencils with erasers. It may be helpful to display samples of identification information on the dry-erase board or chalkboard.

#### **STATE TESTING IDENTIFIER**

Your STC will provide a Pre-ID label for most students' answer documents; therefore, only Field A should be completed.

If students' answer documents are submitted WITHOUT a Pre-ID label, Fields A through E MUST be completed. A designated adult must complete Field E, State Testing Identifier, before the answer documents are submitted for scoring.

IF PRE-ID LABELS ARE USED, do not fill in any of the Fields B through E or Fields H and I.

The following directions will guide students in completing demographic information on their answer documents.

Before distributing the answer documents,

**SAY I will give each of you an answer document. When you receive it, leave it on your desk. Do not write anything on it until I tell you what to do.**

Distribute the answer documents with the Section 1 side facing up.

**SAY We will complete some of the information on this page. In Field A, find the line labeled "Student Name." Carefully print your last name, then your first name, and then your middle initial.**

Give help as needed.

**SAY Now, on the other lines, fill in the rest of the information requested—teacher, school, school division, gender, grade, and your date of birth. The test date will be completed later. Does anyone have a question?**



**NOTE:** You may expand on this instruction to clarify the information students are to complete in Field A of the answer document.

Answer students' questions. Refer them to the dry-erase board or chalkboard if you have written identification information there. While students are completing the information, walk around the room to see that they are following instructions. Give help as needed.

When all students have completed Field A, IF PRE-ID LABELS WERE NOT USED,

**SAY Do not fill in any boxes except the ones I tell you to fill in. Some of the boxes may be left blank.**

**For those of you that have an answer document WITHOUT a Pre-ID label (point), you will need to complete Fields B through D.**

**In Field B, find the box that contains areas labeled "Last Name" and "First Name." In the area labeled "Last Name," print your last name in the boxes at the top of each column. Begin in the left-hand column, and write only one letter in each box.**

Give help as needed. When all students have finished,

**SAY Now, in the area labeled "First Name," print your first name in the boxes at the top of each column. Begin in the left-hand column, and write only one letter in each box.**

Give help as needed. When all students have finished,

**SAY Now, fill in the matching circle beneath each letter in your name. Be sure you fill in only one circle for each letter. Does anyone have a question?**

Give help as needed. After students have finished,

**SAY Now find Section C, which is labeled "Date of Birth." In the area labeled "Month," find the circle for the month of your birthday and fill it in.**

After students have finished,

**SAY The next area is labeled "Day." In the boxes, write the date on which you were born, entering one number in each box. For example, if your birthday is between the 1st and the 9th of the month, you would write "0" in the first box and the correct number in the second box. Does anyone have a question?**

Answer all questions. When everyone has finished,

**SAY Now, beneath each box, fill in the circle that has the same number as you wrote in the box.**

After students have finished,

**SAY The next area is labeled "Year." Fill in the circle next to "19." In the next boxes, write the last two digits of the year in which you were born. Then fill in the circles for these two digits.**

Give help as needed.

**SAY Now find Field D, which is labeled "Gender." Fill in the circle next to "Female" if you are a female or the circle next to "Male" if you are a male.**

Give help as needed.

**SAY** Now look at the back cover of your answer document (demonstrate). Find the top two boxes labeled “Last Name” and “First Name.” (Point.) Print your last name in the first box. Print your first name in the second box.

Give help as needed. After students have finished,

**SAY** Field F, Form, and Field G, Test Date, will be completed during the actual testing session. Do not fill in the fields that are labeled with the letters H or I. Do you have any questions?

Answer students' questions.

Pre-administration coding of the demographic information is now complete.

Field F, *Form Number*, and Field G, *Test Date*, will be completed during the actual testing session.

**NOTE:** As directed by your STC, Field H, *Testing Status*, and Field I, *Special Test Accommodations*, will be completed after administration by you or another designated adult.

After students have completed the identifying information on their answer documents, administration of the SOL Grade 5 tests can begin.

### 5.3 Preparation for Administering the SOL Grade 5 Tests

On the morning of testing, you will receive all materials needed to administer the SOL Grade 5 test (*Reading, Mathematics, or Science*). Your STC will provide you with test booklets and answer documents.

Your STC will ask you to initial an *Examiner's/Proctor's Test Booklet Transmittal Form/Affidavit* or a *Classroom Transmittal Document for Special Test Forms Kits* (Appendix E) verifying your receipt of the test materials. The purpose of these forms is to track the secure materials throughout the test administration period. Be sure to count the number of test booklets and Special Test Forms Kits, with and/or without audiotapes, you receive from the STC before you initial the form(s).

Depending on the type of forms you are administering (Regular or Special Test Forms, or both), your STC will provide you with the appropriate testing materials.

To avoid interruptions during testing, make sure that all students have had an opportunity to visit the restroom and to get a drink of water before you begin the testing session. Students must not be denied the opportunity to visit the restroom during testing. However, such visits must be supervised and students provided no opportunity to interact with other students or access any educational materials.

Remember that the SOL tests are untimed and that students who have not finished by the end of the allotted time should be given as much time as they need to complete the test. Be prepared for the possibility of moving these students to an alternate testing site. Should this become necessary, be sure to maintain the security of the test booklets and answer documents for those students yet to complete the test. Students should not be allowed to discuss the test in any way during the move.

If students have **just completed** Fields A–D of their demographic information in Section 5.2.1 and still have answer documents in their possession, proceed to Section 5.4, 5.5, or 5.6 to begin the specific directions for administering the appropriate Grade 5 test.

**OR**



If students completed Fields A–D of their demographic information in Section 5.2.1 **on a previous day or in an earlier sitting** on this day,

**SAY** I am going to give your answer document to you. Make sure that your name is on the front and back covers. (Demonstrate.) Keep your answer document turned over so the front side that we have already completed is facing up. (Demonstrate.) Be very careful with your answer document.

**Distribute answer documents. Make sure each student receives the correct one.**

Proceed to Section 5.4, 5.5, or 5.6 to begin the specific directions for administering the appropriate Grade 5 test.

Specific directions for administering each of the subject area tests are in the sections listed in the chart that follows.

SUBJECT	SECTION
<i>Reading</i>	5.4
<i>Mathematics</i>	5.5
<i>Science</i>	5.6

#### 5.4 Specific Directions for Administering the Grade 5 *Reading* Test

Make sure that you have all materials needed to administer the Grade 5 *Reading* test as detailed in Table 1.

Depending on the type of forms you are administering (Regular or Special Test Forms/Braille, large print, regular audio), your STC will provide you the appropriate testing materials.

**Table 1. Testing Materials for the *Reading* Test**

<b>MATERIALS YOU WILL NEED</b>	<ul style="list-style-type: none"> <li>• a copy of this manual</li> <li>• a supply of Grade 5 <i>Reading</i> test booklets</li> <li>• the students' answer documents</li> <li>• a supply of sharpened soft-lead (No. 2) pencils with erasers</li> <li>• a supply of scratch paper</li> </ul>
<b>MATERIALS REQUIRED FOR EACH STUDENT TESTING WITH REGULAR TEST FORMS</b>	<ul style="list-style-type: none"> <li>• a Grade 5 <i>Reading</i> test booklet</li> <li>• the student's answer document</li> <li>• two sharpened soft-lead (No. 2) pencils with erasers</li> <li>• scratch paper</li> </ul>
<b>MATERIALS REQUIRED FOR EACH STUDENT TESTING WITH SPECIAL TEST FORMS</b>	<ul style="list-style-type: none"> <li>• the student's answer document,</li> <li>• two sharpened soft-lead (No. 2) pencils with erasers,</li> <li>• scratch paper, and</li> </ul> <p style="text-align: center;"><b>BRAILLE</b></p> <ul style="list-style-type: none"> <li>• Braille test booklets (and accompanying audiotapes as needed to provide specified accommodations).</li> <li>• two sheets of Braille paper (for use by the student, if needed)</li> <li>• an Examiner's copy of the Braille test in regular print will be provided for your use during administration; or</li> </ul>

<p><b>MATERIALS REQUIRED FOR EACH STUDENT TESTING WITH SPECIAL TEST FORMS</b></p>	<p><b>LARGE-PRINT</b></p> <ul style="list-style-type: none"> <li>• large-print test booklets (and accompanying audiotapes as needed to provide specified accommodations).</li> <li>• an Examiner's copy of the large-print test will be provided for your use during administration; or</li> </ul> <p><b>REGULAR AUDIO</b></p> <ul style="list-style-type: none"> <li>• regular test booklet</li> <li>• accompanying audiotape</li> </ul>
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Just before you distribute the Grade 5 *Reading* test booklets to students for the **first** time, open each package and count the number of test booklets in each package. Each test booklet package's *Assembly ID Sheet* will show:

- for *Regular Test Forms*, at the top of the sheet, a barcode with a unique number, level, name of subject area test, range of test form numbers (as illustrated on the *Sample Assembly ID Sheet* in Appendix E), and quantity of test booklets contained in the package;  
**NOTE:** Some packages will contain only one form number.
- for *Special Test Forms Kits*, at the top of the sheet, a barcode with a unique number, level, name of subject area test;
- at the bottom of the sheet, package assembly information for tracking secure materials electronically by Pearson.

Indicate the number of test booklets contained in each package by checking off the applicable statement. Then sign and date the *Assembly ID Sheet*. A sample of the *Assembly ID Sheet* is in Appendix E.

If necessary review the information in Sections 5.1 and 5.3, prior to beginning this test session.

Make sure that all desks/work surfaces are clear of books and other materials not needed for the test. See that each student has scratch paper and two sharpened soft-lead (No. 2) pencils with erasers.

Administration of the *Reading* test may now begin.

**SAY** Today you will be taking the SOL Grade 5 *Reading* test. This test will provide information about how well you understand the subject. It is important that you do your best on the test. Now, I am going to give each of you a test booklet and a sheet of scratch paper. Do not open your test booklet until I tell you to do so.

Distribute scratch paper. Ensure that students also have any materials or supplies required for accommodations.

### **DISTRIBUTION OF TEST BOOKLETS**

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distribution to students.

To assist in the identification of the test form, the complete form number indicates the test level (5), subject test code (3-digit numbers), followed by a dash (-), an "R" and four numbers. However, only the last four numbers must be entered on the answer document.

On the answer document, in Section 2, Field F, you will have the students write and fill in the form number that is located on the top right corner of the front cover of the test booklet they are being administered.

Distribute test booklets.

After this distribution is completed,

- SAY** Look at the front cover of your test booklet for the form number of the test you are taking. Find the “R” followed by four numbers. (Point.) Now look at the back cover of your answer document. Find Field F, Reading Form. The first letter “R” has been written for you. In the empty boxes, write the numbers that appear on the front cover of your test booklet. Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in. Are there any questions?

Answer any questions the students may have.

As an Examiner, you may need to complete this field for students with disabilities. On a large-print test booklet, the form number is in the top right corner of the test booklet's front cover. The form number for a Braille test booklet is on its front cover at the bottom center. Correct completion of the form number is essential for accurate scoring.

- SAY** Find Field G, Test Date. (Point.) In the area labeled “Month,” find the circle for the month of this test date and fill it in. (Examiners should specify the month.)

After students have finished,

- SAY** The next area is labeled “Day.” In the two boxes, write the test date, entering one number in each box. (Examiners should specify the test date.) For example, if the test date is between the 1<sup>st</sup> and the 9<sup>th</sup> of the month, you would write “0” in the first box and the correct number in the second box. Does anyone have a question?

Answer all questions. When everyone has finished,

- SAY** Now beneath each box, fill in the circle that has the same number that you wrote in the box.

After students have finished,

- SAY** The next area is labeled “Year.” In the last two boxes, write “0” in the first box and the correct number in the second box. Does anyone have a question?

Answer all questions. When everyone has finished,

- SAY** Now beneath each box, fill in the circle that has the “0” and the correct number.

Give help as needed.

- SAY** Finally, in Section 1, Field A, (point) in the box labeled “Test Date,” write the same date you entered in Field G. (Examiners should specify the month, day, and year.) Does anyone have a question?

Answer all questions. Give help as needed.

- SAY** On the front cover of your test booklet, find the box labeled “Student Name.” (Point.) Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.

Give help as needed.

Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklets.

### **SPECIAL TEST FORMS: PAGE NUMBERS AND DIRECTIONS**

Test booklet page numbers in this manual refer to Regular Test Forms only. If you are administering Special Test Forms (Braille, large print, or audiotape), determine the correct test booklet page references before you begin the testing session. Also, the written directions for Special Test Forms may not make any references to completing answer documents. You may modify both of these instructions accordingly.

**SAY** Open your test booklet to page 3. (Demonstrate.)

Make sure all students have their test booklet open to the correct page. (Demonstrate.)

**SAY** Look at the directions at the top of page 3 of your test booklet. Read them to yourself as I read aloud. *“Directions: Read the passage. Then read each question about the passage and choose the best answer. Fill in the circle on your answer document for the answer you have chosen.”* Now find the sample passage.

Point to the sample passage.

**SAY** Read the passage to yourself.

Pause while students read the sample passage.

**SAY** Now look at Sample A and each answer choice. (Point.) Read them to yourself as I read aloud. *“This story is mostly about—(A) a normal day ... (B) Mary’s aunt ... (C) a special ring ... (D) Mary’s birthday.”* (Pause.) Which is the best answer?

Pause for replies.

**SAY** Yes, the best answer is “C” for Sample A. (Point.)

**SAY** Turn your answer document over to the back side and look at the bottom section. (Demonstrate.) Now find the shaded box labeled “Samples.” (Point to the section.)

Make sure all students have found the correct section of the answer document.

**SAY** For Sample A fill in the circle for the letter “C” because “C” is the best answer. Does everyone understand how to mark this answer on your answer document?

Answer all questions related to marking the answer document.

**SAY** Look at the directions in your test booklet for the Sample B question. (Point.) Read the directions to yourself as I read aloud. *“Directions: You do not need to read a passage to answer the following question. Read and answer the question.”* Fill in the circle on your answer document for the answer you have chosen. (Pause.)

**SAY** Now look at the Sample B question. (Point.) Read the question and each answer choice to yourself as I read aloud. *“In this sentence, the word enjoy means— (F) like ... (G) hear ... (H) notice ... (J) save.”* (Pause) Which answer did you choose?

Pause for replies.

**SAY** Yes, the best answer is “F” for Sample B.

(Point)

**SAY** On your answer document, in the shaded box marked “Samples,” for Sample B fill in the circle for the letter “F” because “F” is the letter for the best answer. (Point.) Does everyone understand how to mark this answer on your answer document?

Answer all questions related to the mechanics of completing the answer document.

**OR**

### ONE SAMPLE QUESTION

If you are administering forms R6027, R6127, R7527, or R8027, there is only one sample question. Point out to students that the Samples Box, located on the back side of the answer document, has two samples, A and B; however, the test will have only one sample question, A. Leave Sample “B” BLANK.

**SAY** There is only one sample question on this test; therefore, you will need to complete “Sample A” and leave “Sample B” BLANK. Does anyone have a question? (Pause.)

Answer any questions the students may have.

**SAY** Now, look at the directions at the top of page 3 of your test booklet. Read them to yourself as I read aloud. *“Directions: Read the passage. Then read each question about the passage. Decide which is the best answer to each question. Mark the space on your answer document for the answer you have chosen.”* Now look at the sample passage.

Point to the sample passage.

**SAY** Read the passage to yourself.

Pause while students read the sample passage.

**SAY** Now look at the sample question. (Point.) Read the question and each answer choice to yourself as I read them aloud. *“In this paragraph, the word enjoy means? (A) like ... (B) hear... (C) notice... (D) save.”* (Pause.) Which is the best answer?

Pause for replies.

**SAY** Yes, the best answer is “A.” (Point.)

**SAY** Turn your answer document over to the back side and find the bottom section. (Demonstrate.) Now find the shaded box labeled “Samples.” (Point.)

Make sure all students have found the correct section of the answer document.

**SAY** In the shaded box marked “Sample A”, fill in the circle for the letter “A” because “A” is the letter for the best answer. Are there any questions about how to mark this answer on your answer document?

Answer all questions related to the mechanics of completing the answer document.

Resume directions for all test forms.

**SAY** You should answer all of the questions on the *Reading* test. You may have as much time as you need to complete this test. Work until you come to the stop sign. (Demonstrate.)

Remember to read each passage; then answer the questions about the passage. Choose the best answer for each question or if there is no passage, just read the question and choose the best answer. You may write in your test booklet or use the scratch paper for any writing you may have to do, but be sure to fill in the answers on your answer document. (Point to this section.) Are there any questions?

Answer students' questions.

**SAY** Notice that odd-numbered questions have answer choices labeled "A," "B," "C," and "D." The answer choices for even-numbered questions are labeled "F," "G," "H," and "J." If you decide to change your answer to a question, make sure you erase your first answer completely. Fill in only one answer for each question. When you have finished, you may check your work on the *Reading* test. Does everyone understand what to do?

Answer students' questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of completing the answer document. However, your comments must be confined to answering student questions about the mechanics of completing the answer document.

After all questions have been answered,

**SAY** You may start working now.

### **AUDIOTAPE**

If you are administering an audiotape that accompanies a Braille, large-print, or regular test, you or the students may now begin playing the tape. Note that the narrator will read the directions and the sample test item. If you have already covered that information, you may choose to advance the tape to the narration of the first test item. **You or the students may pause or stop a tape as necessary during the test to better follow its contents.**

Monitor students while they are testing according to the guidelines in Section 5.1.4. Immediately report any testing irregularities to your STC as described in Section 5.1.5.

### **STRUGGLING LEP STUDENTS**

As you are monitoring students, be especially observant of LEP students that appear to be struggling with reading the test items.

You may discontinue testing for LEP students who struggle with reading the test items after the students have responded to five items. Students must answer at least five items to be counted as participants in the reading test.

After about 60 minutes, or when most students have finished,

**SAY** If you have finished, raise your hand. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After I have collected your materials, you may sit quietly or read if you wish.

Collect the answer documents of those students who have completed the test, then collect their test booklets, and then collect their scratch paper. These items should be collected from each individual student, not passed up or down the rows of desks or seats.

Remember that SOL tests are untimed. Allow those students who have not finished to continue working. Be prepared for the possibility of moving these students to an alternate test site. Should this become necessary, be sure to maintain the security of the test booklets, answer documents, and used scratch paper for those students yet to complete the test. Students should not be allowed to discuss the test in any way during this move.

Examiners must collect all materials used in testing. Be sure to account for all test materials, including test booklets, answer documents, audiotapes, and scratch paper **before** students are moved to an alternate test site or dismissed from the test session. Test materials must be kept in a secure location.

**Important:** After all students have completed the *Reading* test, announce that they should not discuss the test because other students may still need to complete testing. Examiners or Proctors may not discuss any of the test questions with anyone.

**SAY Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.**

After the test session is over, inspect the students' answer documents and organize the test materials for return to the STC as described in Sections 6.1-6.2.

## 5.5 Specific Directions for Administering the Grade 5 *Mathematics* Test

### PLAIN ENGLISH MATHEMATICS TEST

The *Plain English* version of the Grade 5 *Mathematics* test is available for LEP students who are classified as level 1 or level 2 of English language proficiency, and all LEP students regardless of their English language proficiency level during their first year of enrollment in a U.S. school. Students with disabilities may also qualify for this test based on their IEPs or 504 management plans. The Grade 5 *Plain English Mathematics* test is available in Braille, large-print, and audiotape versions.

**The Grade 5 *Plain English Mathematics* test covers the same content as the regular Grade 5 *Mathematics* test but test items have been modified to address issues related to non-native English speakers who may have been in the United States only a short time and thereby encounter language barriers. Students eligible to take the Grade 5 *Plain English Mathematics* test will use a separate test booklet. However, these students will enter their answers for the *Plain English Mathematics* test on the same answer document that they are using for the other Grade 5 subject area tests. In Field F, Math Form of the answer document, enter the form number for students who are administered the *Plain English Mathematics* test.**

Make sure that you have all materials needed to administer the Grade 5 *Mathematics* test as detailed in Table 2. Depending on the type of forms you are administering, (Regular or Special Test Forms/Braille, large print, regular audio), your STC will provide you the appropriate testing materials.



Table 2. Testing Materials for the *Mathematics* Test

<b>MATERIALS YOU WILL NEED</b>	<ul style="list-style-type: none"> <li>• a copy of this manual</li> <li>• a supply of Grade 5 <i>Mathematics</i> test booklets</li> <li>• the students' answer documents</li> <li>• a supply of metric/standard rulers</li> <li>• four-function calculators</li> <li>• a supply of either protractors <u>or</u> angle rulers</li> <li>• a supply of scratch paper</li> <li>• a supply of sharpened soft-lead (No. 2) pencils with erasers</li> </ul>
<b>MATERIALS REQUIRED FOR EACH STUDENT TESTING WITH REGULAR TEST FORMS</b>	<ul style="list-style-type: none"> <li>• a Grade 5 <i>Mathematics</i> test booklet</li> <li>• the student's answer document</li> <li>• a metric/standard ruler</li> <li>• any four-function calculator</li> <li>• either a protractor <u>or</u> an angle ruler</li> <li>• scratch paper</li> <li>• two sharpened soft-lead (No. 2) pencils with erasers</li> </ul>
<b>MATERIALS REQUIRED FOR EACH STUDENT TESTING WITH SPECIAL TEST FORMS</b>	<ul style="list-style-type: none"> <li>• the student's answer document</li> <li>• two sharpened soft-lead (No. 2) pencils with erasers</li> <li>• scratch paper</li> <li>• a metric/standard ruler (per IEP or 504 Plan)</li> <li>• a four-function calculator (per IEP or 504 Plan)</li> <li>• either a protractor <u>or</u> an angle ruler (per IEP or 504 Plan)</li> </ul> <p style="text-align: center;"><b>BRAILLE</b></p> <ul style="list-style-type: none"> <li>• Braille test booklet (and accompanying audiotape as needed to provide specified accommodations)</li> <li>• an Examiner's copy of the Braille test in regular print will be provided for your use during administration; or</li> </ul> <p style="text-align: center;"><b>LARGE-PRINT</b></p> <ul style="list-style-type: none"> <li>• large-print test booklet (and accompanying audiotape as needed to provide specified accommodations)</li> <li>• an Examiner's copy of the large-print test will be provided for your use during administration; or</li> </ul> <p style="text-align: center;"><b>REGULAR AUDIO</b></p> <ul style="list-style-type: none"> <li>• regular test booklet</li> <li>• accompanying audiotape</li> </ul>

Just before you distribute the Grade 5 *Mathematics* or Grade 5 *Plain English Mathematics* test booklets to students for the **first** time, open each package and count the number of test booklets in each package. Each test booklet package's *Assembly ID Sheet* will show:

- for *Regular Test Forms*, at the top of the sheet, a barcode with a unique number, level, name of subject area test, range of test form numbers (as illustrated on the sample *Assembly ID Sheet* in Appendix E), and quantity of test booklets contained in the package;  
**NOTE:** Some packages will contain only one form number.
- for *Special Test Forms Kits*, at the top of the sheet, a barcode with a unique number, level, name of subject area test;
- at the bottom of the sheet, package assembly information for tracking secure materials electronically by Pearson.

Indicate the number of test booklets contained in each package by checking off the applicable statement. Then, sign and date the *Assembly ID Sheet*. A sample of the *Assembly ID Sheet* is in Appendix E.

If necessary, review the information in Sections 5.1 and 5.3, prior to beginning this test session.



Make sure that all desks are clear of books and other materials not needed for the test.

**IMPORTANT: USE OF CALCULATORS**

The Grade 5 *Mathematics* test has two sections. In the first section, questions 1–14, students **may not** use calculators. In the second section, questions 15–60, students may use calculators.

The non-calculator section should be administered first.

Administration of the *Mathematics* test may now begin.

**SAY** Today you will be taking the SOL Grade 5 *Mathematics* test. This test will provide information about how well you understand the subject. It is important that you do your best on the test. Now, I am going to give each of you a test booklet, a ruler, and scratch paper. Do not open your test booklet until I tell you to do so.

Distribute the metric/standard rulers and scratch paper. Ensure that students also have any materials or supplies required for accommodations.

**DISTRIBUTION OF TEST BOOKLETS**

Test booklets contained in each package may have different form numbers. Make sure that you pass out the booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distribution to students.

To assist in the identification of the test form, the complete form number indicates the test level (5), subject test code (3-digit numbers), followed by a dash (-), an “M” and four numbers. However, only the last four numbers must be entered on the answer document.

In Section 2, Field F on the answer document, you will have the students write and fill in the form number that is located on the top right corner of the front cover of the test booklet they are being administered.

Distribute test booklets.

After this distribution is completed,

**SAY** Look at the front cover of your test booklet for the form number of the test you are taking. Find the “M” followed by four numbers. (Point.) Now look at the back cover of your answer document. Find Field F, Math Form. The first letter “M” has been written for you. In the empty boxes, write the numbers that appear on the front cover of your test booklet. Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in. Are there any questions?

Answer any questions the students may ask about completing the answer document.

As an Examiner, you may need to complete this field for students with disabilities. On a large-print test booklet, the form number is in the top right corner of the test booklet's front cover. The form number for a Braille test booklet is on its front cover at the bottom center. Correct completion of the form number is essential for accurate scoring.

**SAY Find Field G, Test Date.** (Point.) **In the area labeled “Month,” find the circle for the month of this test date and fill it in.** (Examiners should specify the month.)

After students have finished,

**SAY The next area is labeled “Day.” In the two boxes, write the test date, entering one number in each box.** (Examiners should specify the test date.) **For example, if the test date is between the 1st and the 9th of the month, you would write “0” in the first box and the correct number in the second box. Does anyone have a question?**

Answer all questions. When everyone has finished,

**SAY Now beneath each box, fill in the circle that has the same number that you wrote in the box.**

After students have finished,

**SAY The next area is labeled “Year.” In the last two boxes, write “0” in the first box and the correct number in the second box. Does anyone have a question?**

Answer all questions. When everyone has finished,

**SAY Now beneath each box, fill in the circle that has the “0” and the correct number.**

Give help as needed.

**SAY Finally, in Section 1, Field A, (point) in the box labeled “Test Date,” write the same date you entered in Field G.** (Examiners should specify the month, day and year.) **Does anyone have a question?**

Answer all questions. Give help as needed.

**SAY On the front cover of your test booklet, find the box labeled “Student Name.” (Point.) Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.**

Give help as needed.

Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklets.

### **SPECIAL TEST FORMS: PAGE NUMBERS AND DIRECTIONS**

Test booklet page numbers in this manual refer to Regular Test Forms only. If you are administering Special Test Forms (Braille, large print, or audiotape), determine the correct test booklet page references before you begin each testing session. Also, the written directions for Special Test Forms may not make any references to completing answer documents. You may modify both of these instructions accordingly.

**SAY Open your test booklet to page 3.** (Demonstrate.)

Make sure all students have their test booklet open to the correct page.

**SAY** Look at the directions at the top of page 3 in your test booklet. Read them to yourself as I read aloud. *“Directions: Read each question and choose the best answer. Then fill in the circle on your answer document for the answer you have chosen.”* Now look at the sample.

Point to the sample question.

**SAY** Read the sample question and each answer choice to yourself as I read aloud. *“What is 17 rounded to the nearest ten?– (A) 10...(B) 15...(C) 20...(D) 25.”* (pause). Which answer did you choose?

Pause for replies.

**SAY** Yes, the best answer is “C.”

(Point.)

**SAY** Turn your answer document over to the back side and look at the bottom section. (Demonstrate.) Now find the shaded box labeled “Sample.” (Point to the section.)

Make sure all students have found the correct section of the answer document.

**SAY** For Sample A fill in the circle for the letter “C” because “C” is the letter for the best answer. Does everyone understand how to mark this answer on your answer document?

Answer all questions related to marking the answer document.

## OR

### DIFFERENT DIRECTIONS

If you are administering forms M6027, M6127, M7527, or M8027,

**SAY** Look at the directions at the top of page 3 of your test booklet. Read them to yourself as I read aloud. *“Directions: Read and solve each question. Then mark the space on your answer document for the best answer.”* Now look at the sample question.

Point to the sample question.

**SAY** Read the sample question and each answer choice to yourself as I read aloud. *“What is 17 rounded to the nearest ten? – (A) 10... (B) 15... (C) 20... (D) 25.”* (Pause.) Which answer did you choose?

Pause for replies.

**SAY** Yes, the best answer is “C.”

(Point.)

**SAY** Turn your answer document over to the back side and look at the bottom section. (Demonstrate.) Now find the shaded box labeled “Sample.” (Point to the section.)

Make sure all students have found the correct section of the answer document.

**SAY** For Sample A fill in the circle for the letter “C” because “C” is the letter for the best answer. Does everyone understand how to mark this answer on your answer document?

Answer all questions related to the mechanics of completing the answer document.

Resume directions for all test forms.

**SAY** You should answer all of the questions on the first part of the *Mathematics* test. Remember to read each question carefully and choose the best answer. You may have as much time as you need to complete questions 1 through 14. Work until you finish question 14, where you will see the stop sign. (Demonstrate.) You will not be able to return to these questions after you have finished this part of the test. For some questions, you may need to use the ruler. You may write in your test booklet or use the scratch paper for any writing you may have to do, but be sure to fill in the answers in your answer document. (Point to this section.) **Are there any questions?**

Answer students' questions.

**SAY** Notice that odd-numbered questions have answer choices labeled "A," "B," "C," and "D." The answer choices for even-numbered questions are labeled "F," "G," "H," and "J." If you decide to change your answer to a question, make sure you erase your first answer completely. Fill in only one answer for each question. When you have finished, you may check your work for questions 1 through 14 only. Do NOT go on to the rest of the *Mathematics* test. Raise your hand when you have completed question 14 and I will then give further directions. **Does everyone understand what to do?**

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of completing the answer document. However, your comments must be confined to answering student questions about the mechanics of completing the answer document.

After all questions have been answered,

**SAY** You may start working now.

#### **AUDIOTAPE**

If you are administering an audiotape that accompanies a Braille, large-print, or regular test, you or the students may now begin playing the tape. Note that the narrator will read the directions and the sample test item. If you have already covered that information, you may choose to advance the tape to the narration of the first test item. **You or the students may pause or stop a tape as necessary during the test to better follow its contents.**

Monitor students while they are testing according to the guidelines in Section 5.1.4. Make sure that students do not use calculators and do not work beyond question 14. Immediately report any testing irregularities to your STC as described in Section 5.1.5.

Follow specific instructions as determined by your STC regarding providing students a break and how long the break should be between Section 1 and Section 2 of the Grade 5 *Mathematics* test.

**DIRECTIONS FOR NO BREAK**

If you have been instructed by your STC not to provide students a break, upon their completion of Section 1, test items 1 through 14, you must start Section 2, test items 15 through 60, for students individually as they raise their hands. When you have observed that students are nearly finished with most of the items in Section 1, (announce to the class),

**SAY Remember, when you have finished, you may check your work for questions 1 through 14 only. Do NOT go on to the rest of the test. When you have finished, close your test booklet and raise your hand. I will then give you some other materials for this test: a calculator, (either) a protractor or an angle ruler, and another sheet of scratch paper.**

As students finish Section 1, give each one a calculator, (either) a protractor or an angle ruler, and another sheet of scratch paper.

**SAY Check to make sure your calculator is operating correctly. Be sure you understand which keys to press for the numbers and which keys to press for the operations. Are there any questions?**

Answer all questions. Be sure all calculators are operating correctly and that everyone understands how to use the calculators.

**SAY Now open your test booklet and turn to page 10. (Demonstrate.)**

**OR****DIRECTIONS FOR FLEXIBLE BREAK**

If you have been instructed by your STC to provide students a break, upon their completion of Section 1 (after about 20 minutes, or when most students have finished questions 1 through 14),

**SAY If you have finished, raise your hand. I will collect your materials. If you have not finished, continue working and take as much time as you need. You will NOT be able to return to these questions when we begin the next section of the test. When you do finish, raise your hand. After I have collected your materials, you may sit quietly or read if you wish.**

When most students have finished,

**SAY We will take a break now. (The length of the break should be as pre-determined by your STC.)**

Collect the answer documents of those students who have finished questions 1 through 14; then collect their test booklets; then collect their scratch paper, rulers, and other test materials. These items should be collected from each individual student, not passed up or down the rows of desks or seats.

Allow those students who have not finished to continue working. Be prepared for the possibility of moving these students to an alternate test site. Should this become necessary, be sure to maintain the security of the test booklet, answer documents and used scratch paper for those students yet to complete the test. Students should not be allowed to discuss the test in any way during this move. Be sure to allow these students to take a break before you continue administration of the *Mathematics* test.

Examiners must collect all materials used in testing. Be sure to account for all test materials, including test booklets, answer documents, audiotapes, and scratch paper before students are moved to an alternate test site or dismissed from the test session for the break. Test materials must be kept in a secure location.

When you are ready to resume testing,

**SAY I will now give back your answer document. Make sure that your name is on your answer document.** (Demonstrate.)

Distribute the answer documents. Make sure that each student receives the correct one.

**SAY I will now give back your test booklets and some other materials for this test: a ruler, a calculator, (either) a protractor or an angle ruler, and a sheet of scratch paper. Do not open your test booklets until I tell you to do so.**

Distribute the test booklets, metric/standard rulers, calculators, (either) a protractor or an angle ruler, and scratch paper.

**SAY Check to make sure your calculator is operating correctly. Be sure you understand which keys to press for the numbers and which keys to press for the operations. Are there any questions?**

Answer all questions. Be sure all calculators are operating correctly and that everyone understands how to use the calculators.

**SAY Turn to page 10 in your test booklet.** (Demonstrate.)

Resume directions for all test forms.

Make sure all students have their test booklets open to the correct page.

**SAY Beginning on this page, you should answer questions 15 through 60.** (Demonstrate.) **Keep working until you come to the stop sign after question 60 at the end of the *Mathematics* test. You may have as much time as you need to complete this test. For some questions, you may need to use the metric/standard ruler, or (either) a protractor (or an angle ruler). You may use the calculator for any questions (15 through 60) in this section. You may write in your test booklet or use the scratch paper for any writing you may have to do, but be sure to fill in the answers on your answer document.** (Point out number 15 in this section.) **When you finish, you may check your work on questions 15 through 60 only. Do NOT go back to questions 1 through 14 in your test booklet. Does everyone understand what to do?**

After all questions have been answered,

**SAY You may start working now.**

Monitor students while they are testing according to the guidelines in Section 5.1.4. Make sure that students are working in the section with questions 15 through 60. Immediately report any testing irregularities to your STC as described in Section 5.1.5.

After about 60 minutes or when most students have finished,

**SAY If you have finished, raise your hand. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After I have collected your materials, you may sit quietly or read if you wish.**

Collect the answer documents of those students who have completed the test; then collect their test booklets, then collect their scratch paper, and any other test materials. These items should be collected from each individual student, not passed up or down the rows of desks or seats.

Remember that SOL tests are untimed. Allow those students who have not finished, continue working. Be prepared for the possibility of moving these students to an alternate test site. Should this become necessary, be sure to maintain the security of the test booklets, answer documents, and used scratch paper for those students yet to complete the test. Students should not be allowed to discuss the test in any way during this move.

Examiners must collect all materials used in testing, including calculators, protractors (or angle rulers), and metric/standard rulers. Be sure to account for all test materials, including test booklets, answer documents, audiotapes, and scratch paper, **before** students are moved to an alternate test site or dismissed from the test session. Test materials must be kept in a secure location.

**Important:** After students have completed the *Mathematics* test, announce that they should not discuss the test because other students may still need to complete testing. Examiners or Proctors may not discuss any of the test questions with anyone.

**SAY Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.**

After the test session is over, inspect the students' answer documents and organize the test materials for return to the STC as described in Sections 6.1-6.2.

## 5.6 Specific Directions for Administering the Grade 5 Science test

Make sure that you have all materials needed to administer the Grade 5 *Science* test as detailed in Table 3. Depending on the type of forms you are administering, (Regular or Special Test Forms/Braille, large print, regular audio), your STC will provide you the appropriate testing materials.

**Table 3. Testing Materials for Science Test**

<b>MATERIALS YOU WILL NEED</b>	<ul style="list-style-type: none"> <li>• a copy of this manual</li> <li>• a supply of Grade 5 <i>Science</i> test booklet</li> <li>• the students' answer documents</li> <li>• a supply of metric/standard rulers</li> <li>• a supply of four-function calculators</li> <li>• a supply of scratch paper</li> <li>• a supply of sharpened soft-lead (No. 2) pencils with erasers</li> </ul>
<b>MATERIALS REQUIRED FOR EACH STUDENT TESTING WITH REGULAR TEST FORMS</b>	<ul style="list-style-type: none"> <li>• a Grade 5 <i>Science</i> test booklet</li> <li>• the student's answer document</li> <li>• a metric/standard ruler</li> <li>• a four-function calculator</li> <li>• scratch paper</li> <li>• two sharpened soft-lead (No. 2) pencils with erasers</li> </ul>
<b>MATERIALS REQUIRED FOR EACH STUDENT TESTING WITH SPECIAL TEST FORMS</b>	<ul style="list-style-type: none"> <li>• the student's answer document</li> <li>• two sharpened soft-lead (No. 2) pencils with erasers</li> <li>• scratch paper</li> <li>• a metric/standard ruler (per IEP or 504 Plan)</li> <li>• a four-function calculator (per IEP or 504 Plan)</li> </ul> <p style="text-align: center;"><b>BRAILLE</b></p> <ul style="list-style-type: none"> <li>• Braille test booklet (and accompanying audiotape needed to provide specified accommodations)</li> <li>• an Examiner's copy of the Braille test in regular print will be provided for your use during administration; or</li> </ul>



<b>MATERIALS REQUIRED FOR EACH STUDENT TESTING WITH SPECIAL TEST FORMS</b>	<p style="text-align: center;"><b>LARGE-PRINT</b></p> <ul style="list-style-type: none"> <li>• large-print test booklet (and accompanying audiotape as needed to provide specified accommodations)</li> <li>• an Examiner's copy of the large-print test will be provided for your use during administration; or</li> </ul> <p style="text-align: center;"><b>REGULAR AUDIO</b></p> <ul style="list-style-type: none"> <li>• regular test booklet</li> <li>• accompanying audiotape</li> </ul>
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Just before you distribute the Grade 5 *Science* test booklets to students for the **first** time, open each package and count the number of test booklets in each package. Each test booklet package's *Assembly ID Sheet* will show:

- for *Regular Test Forms*, at the top of the sheet, a barcode with a unique number, level, name of subject area test, range of test form numbers (as illustrated on the sample *Assembly ID Sheet* in Appendix E), and quantity of test booklets contained in the package;  
**NOTE:** Some packages will contain only one form number.
- for *Special Test Forms Kits*, at the top of the sheet, a barcode with a unique number, level, name of subject area test;
- at the bottom of the sheet, package assembly information for tracking secure materials electronically by Pearson.

Indicate the number of test booklets contained in each package by checking off the applicable statement. Then, sign and date the *Assembly ID Sheet*. A sample of the *Assembly ID Sheet* is in Appendix E.

If necessary, review the information in Sections 5.1 and 5.3, prior to beginning this test session.

Make sure that all desks are clear of books and other materials not needed for the test.

Administration of the *Science* test may now begin.

**SAY** Today you will be taking the SOL Grade 5 *Science* test. This test will provide information about how well you understand this subject. It is important that you do your best on the test. Now, I am going to give each of you a test booklet. Do not open your test booklet until I tell you to do so.

### DISTRIBUTION OF TEST BOOKLETS

Test booklets contained in each package may have different form numbers. Make sure that you pass out the test booklets in the order in which they were packaged. DO NOT re-order the test booklets in any way before distribution to students.

To assist in the identification of the test form, the complete form number indicates the test level (5), subject test code (3-digit numbers), followed by a dash (-), an "S" and four numbers. However, only the last four numbers must be entered on the answer document.

In Section 2, Field F on the answer document, you will have the students write and fill in the form number that is located on the top right corner of the front cover of the test booklet they are being administered.

Distribute test booklets. Ensure that students also have any materials or supplies required for accommodations.

After this distribution is completed,



**SAY** Look at the front cover of your test booklet for the form number of the test you are taking. Find the “S” followed by four numbers. (Point.) Now look at the back side of your answer document. Find Field F, SCIENCE FORM. The first letter “S” has been written for you. In the empty boxes, write the numbers that appear on the front cover of your test booklet. Beneath each box in which you wrote a number, fill in the circle that has the same number. When you have finished, recheck the form number and the circles you filled in. Are there any questions?

Answer any questions the students may have.

As an Examiner, you may need to complete this field for students with disabilities. On a large-print test booklet, the form number is in the top right corner of the test booklet's front cover. The form number for a Braille test booklet is on its front cover at the bottom center. Correct completion of the form number is essential for accurate scoring.

**SAY** Find Field G, Test Date. (Point.) In the area labeled “Month,” find the circle for the month of this test date and fill it in. (Examiners should specify the month.)

After students have finished,

**SAY** The next area is labeled “Day.” In the two boxes, write the test date, entering one number in each box. (Examiners should specify the test date.) For example, if the test date is between the 1<sup>st</sup> and the 9<sup>th</sup> of the month, you would write “0” in the first box and the correct number in the second box. Does anyone have a question?

**SAY** Now beneath each box, fill in the circle that has the same number that you wrote in the box.

After students have finished,

**SAY** The next area is labeled “Year.” In the last two boxes, write “0” in the first box and the correct number in the second box. Does anyone have a question?

Answer all questions. When everyone has finished,

**SAY** Now beneath each box, fill in the circle that has the “0” and the correct number.

Give help as needed.

**SAY** Finally, in Section 1, Field A, (point) in the box labeled “Test Date,” write the same date you entered in Field G. (Examiners should specify the month, day, and year.) Does anyone have a question?

Answer all questions. Give help as needed.

**SAY** On the front cover of your test booklet, find the box labeled “Student Name.” (Point.) Print your first and last name in the box. Then turn your test booklet over. Print your first and last name in the box.

Give help as needed.

Ensure that all students have printed their names clearly in the boxes on the front and back covers of the test booklets.

**SAY** I will now give you some other materials for this test; a ruler, calculator and a sheet of scratch paper. Do not open your test booklets or answer documents until I tell you to do so.

Distribute the metric/standard rulers, calculators, and scratch paper.

- SAY** Check to make sure your calculator is operating correctly. Be sure you understand which keys to press for the numbers and which keys to press for the operations. Are there any questions?

Answer all questions. Be sure all calculators are operating correctly and that everyone understands how to use the calculators.

### **SPECIAL TEST FORMS: PAGE NUMBERS AND DIRECTIONS**

Test booklet page numbers in this manual refer to Regular Test Forms only. If you are administering Special Test Forms (Braille, large print, or audiotape), determine the correct test booklet page references before you begin each testing session. Also, the written directions for Special Test Forms may not make any references to completing answer documents. You may modify both of these instructions accordingly.

- SAY** Open your test booklet to page 3. (Demonstrate.)

Make sure all students have their test booklet open to the correct page.

- SAY** Look at the directions at the top of page 3 of your test booklet. Read them to yourself as I read aloud. *“Directions: Read each question and choose the best answer. Then fill in the circle on your answer document for the answer you have chosen.”* Now look at the sample.

Point to the sample question.

- SAY** Read the sample question and each answer choice to yourself as I read aloud. *“When the Earth is seen from outer space, it looks mainly blue. This is because most of the Earth is covered with— (A) ice ... (B) mountains ... (C) oceans ... (D) deserts.”* (Pause.) Which answer did you choose?

Pause for replies.

- SAY** The best answer is “C.”

Point to this section.

- SAY** Turn your answer document over to the back side and look at the bottom section. (Demonstrate.) Now find the shaded box labeled “Sample”. (Point to the section.)

Make sure all students have found the correct section of the answer document.

- SAY** In the shaded box marked “Sample A,” fill in the circle for the letter “C” because “C” is the letter for the best answer. Are there any questions about how to mark this answer on your answer document?

Answer all questions related to the mechanics of completing the answer document.

- SAY** You should answer all of the questions on the Science test. Remember to read each question carefully and choose the best answer. You may have as much time as you need to complete this test. Work until you come to the stop sign. (Demonstrate.) For some questions, you may need to use the ruler or calculator. You may write in your test booklet or use the scratch paper for any writing you may have to do, but be sure to fill in the answers on your answer document. (Point to this section.) Are there any questions?

Answer students' questions.

**SAY** Notice that odd-numbered questions have answer choices labeled “A,” “B,” “C,” and “D.” The answer choices for even-numbered questions are labeled “F,” “G,” “H,” and “J.” If you decide to change your answer to a question, make sure you erase your first answer completely. Fill in only one answer for each question. When you have finished, you may check your work on the *Science* test. Does everyone understand what to do?

Answer students’ questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of completing the answer document.

However, your comments must be confined to answering student questions about the mechanics of completing the answer document.

After all questions have been answered,

**SAY** You may start working now.

### **AUDIOTAPE**

If you are administering an audiotape that accompanies a Braille, large-print, or regular test, you or the students may now begin playing the tape. Note that the narrator will read the directions and the sample test item. If you have already covered that information, you may choose to advance the tape to the narration of the first test item. **You or the students may pause or stop a tape as necessary during the test to better follow its contents.**

Monitor students while they are testing according to the guidelines in Section 5.1.4. Immediately report any testing irregularities to your STC as described in Section 5.1.5.

After about 65 minutes or when most students have finished,

**SAY** If you have finished, raise your hand. I will collect your materials. If you have not finished, continue working and take as much time as you need. When you do finish, raise your hand. After I have collected your materials, you may sit quietly or read if you wish.

Collect the answer documents of those students who have completed the test; then collect their test booklets, and then collect their scratch paper. These items should be collected from each individual student, not passed up or down the rows of desks or seats.

Remember that SOL tests are untimed. Allow those students who have not finished, continue working. Be prepared for the possibility of moving these students to an alternate test site. Should this become necessary, be sure to maintain the security of the test booklets, answer documents, and used scratch paper for those students yet to complete the test. Students should not be allowed to discuss the test in any way during this move.

Examiners must collect all materials used in testing, including calculators and rulers. Be sure to account for all test materials, including test booklets, answer documents, audiotapes, and scratch paper, **before** students are moved to an alternate test site or dismissed from the test session. Test materials must be kept in a secure location.

**Important:** After students have completed the *Science* test, announce that they should not discuss the test because other students may still need to complete testing. Examiners or Proctors may not discuss any of the test questions with anyone.

**SAY    Remember, after taking the test, you should not discuss the test with anyone, including your classmates and teachers.**

After the test session is over, inspect the students' answer documents and organize the test materials for return to the STC as described in Sections 6.1-6.2.

## 6. SPECIFIC DUTIES OF EXAMINERS: AFTER TESTING

### 6.1 Inspecting Answer Documents for Students Who Took the Test

Remember that the students' completed answer documents are secure test materials. They must be inspected and assembled in a location that is inaccessible to students and must be returned to your STC no later than the end of the school day on which the test was administered.

**NOTE:** If the testing session was concluded relatively late in the school day and you do not have time to prepare the answer documents as described in Section 6.2, return them to your STC at this time along with other test materials so that they can be counted and locked in a secure location overnight. Arrange with your STC to retrieve the answer documents on another school day so that you can inspect and assemble the answer documents for return.

After testing, you must make sure that the answer documents are undamaged and complete, and they contain all appropriate identification information. Careful inspection of the students' answer documents will help prevent scoring delays.

1. Inspect all answer documents for improper marks. **Marks made with ballpoint pen, felt-tipped pen, hard-lead or colored pencils will not be scanned.** All marks to be read by the scanners must be very dark. **DO NOT ALTER THE STUDENT'S RESPONSE TO THE WRITING PROMPT IN ANY WAY.**
2. Check the multiple-choice answer section. Stray marks must be completely erased. Scanning machines are extremely sensitive and can sometimes pick up stray marks and erasures as intended responses. When a student has made a change, make sure that the unwanted response is completely erased, but **DO NOT ALTER THE STUDENT'S RESPONSE IN ANY WAY.**
3. Remove any extraneous materials or loose sheets of paper.
4. Check the demographic information.
  - a. Handwritten information in Field A (student's name, teacher, school, etc.) should be legibly filled in with a No. 2 pencil in the spaces provided at the top of the page.
  - b. If the answer document is submitted WITHOUT a Pre-ID label, Fields B through E, the machine-scannable information (student's name, date of birth, gender, etc.), must be accurately completed with dark No. 2 pencil marks. Make sure all fields have been completed in which you have entered information.
  - c. Check each student's answer document to ensure that the correct form number of the test has been completed in Field F, Form and compare it to the form number on the student's test booklet. Failure to complete Field F accurately will result in an incorrect key being used to score the test.

If applicable, your STC will provide directions for completing Field H, Testing Status and Field I, Special Test Accommodations.
5. Inspect answer documents for damage. No tape, staples, coffee, paint, or other foreign objects or substances can be on the answer documents.

6. Answer documents that are not in good physical condition (bent corners, folds or wrinkles, clips or staples) cannot be scanned by electronic machines. If such an answer document is found, inform your STC and, if permission is given, transcribe the student's multiple-choice answers and demographic information to a blank answer document. If such transcriptions are made:
  - a. Verify the accuracy of **all** transcriptions with another Examiner, teacher, or faculty member; however, **students' responses must not be altered in any way.**
  - b. Print the word "VOID" on the front demographic page of the original answer document and return it to your STC.

## 6.2 Organizing Test Materials for Return to the STC

### 6.2.1 Verifying test materials

All secure materials must be returned to the STC as soon as possible after the end of the testing session, **but not later than the end of the same school day on which the test was administered.**

As directed by your STC, assemble the following materials for return to the STC:

#### Test Materials

Verify that the number of test booklets and the Special Test Form Kits returned match the number you received initially and recorded on the *Assembly ID Sheet* and/or *Examiner's/Proctor's Test Booklet Transmittal Form/Affidavit* or the *Classroom Transmittal Document for Special Test Forms Kits*:

- regular test booklets
- if applicable, Special Test Kits for Braille, large-print, and/or regular audiotapes
  - students' test booklets
  - Examiner's copy of test booklets
  - accompanying Braille, large-print, and/or regular audiotapes

#### Answer Documents

Verify the following:

- There is a completed or partially completed answer document for each student that was administered the test, including answer documents for irregularities that required retesting.
- If applicable, there is an answer document for those students who were absent and did not take the test.
- The number of students tested, the number of completed answer documents, and the number of test booklets (identified with students' name) match the testing/classroom attendance roster.

### 6.2.2 Preparing the bundles of answer documents

Bundle all used/marked answer documents as follows:

Answer documents for Regular and Special Test Forms (Braille, large-print, and regular-audio) should be bundled together with one *Header Sheet*. This includes answer documents for irregularities for either Regular or Special Test Forms. Also, included in this bundle should be answer documents for all students **not tested** in a classroom.

### 6.3 Returning All Test Materials to Your STC After Testing Is Completed

After all materials are inspected, verified, and bundled, return them to your STC. Return three separate groups of materials as follows:

- **Group 1—Scorable Secure Answer Documents:** All completed and partially completed answer documents, including answer documents for irregularities that required retesting, should be bundled as described in Section 6.2.2—Preparing the bundles of answer documents.  
**NOTE: No loose scratch paper should be included with the scorable answer documents.**
- **Group 2—Secure Test Materials:** All test booklets used in the test session (include Braille and large-print Examiner’s copies and accompanying audiotapes).
- **Group 3—Remaining Non-Scorable Materials:** The completed test booklets’ package *Assembly ID Sheets*, unused and/or unmarked answer documents, damaged answer documents marked “VOID,” scratch paper, and this manual.

Follow your STC’s instructions regarding the collection and storage of calculators, protractors or angle rulers, and metric/standard rulers.

The STC will verify that you have returned all test materials and initial the “IN” column on the *Examiner’s/Proctor’s Test Booklet Transmittal Form/Affidavit* or the “Kits Returned” column on the *Classroom Transmittal Document for Special Test Forms Kits* (Appendix E).

#### SECURITY CHECK

**ALL TEST BOOKLETS, AUDIOTAPES, AND EXAMINER’S COPIES MUST BE ACCOUNTED FOR AND RETURNED TO YOUR STC.**

### 6.4 Signing the *Examiner’s/Proctor’s Test Booklet Transmittal Form/Affidavit* or the *Classroom Transmittal Document for Special Test Forms Kits*

After the SOL Grade 5 tests have been administered and materials returned to your STC, you are required to certify the following:

1. The tests have been administered according to the directions in the *Examiner’s Manual*.
2. Test questions have not been reproduced in any way.
3. No inappropriate test preparation activities have been conducted.
4. Students’ responses have not been altered in any way.

Your STC will provide you and any Proctors or Interpreters (if applicable) one of these forms to sign: *Examiner’s/Proctor’s Test Booklet Transmittal Form/Affidavit* or the *Classroom Transmittal Document for Special Test Forms Kits* (Appendix E) or another such affidavit.

## 7. MAKE-UP TESTING

Every student who is absent on the regular test date must be given an opportunity to take the missed test, provided the make-up sessions are within the testing window.

Your STC will provide you with information regarding the schedule for make-up testing sessions.

#### THANK YOU

We appreciate your time and effort in participating in the SOL Assessments for Grade 5 tests.





**APPENDIX A**  
**VIRGINIA DEPARTMENT OF EDUCATION**  
**STANDARDS OF LEARNING ASSESSMENT PROGRAM**  
**SPRING 2008**

<b>TEST SECURITY GUIDELINES</b>
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Listed below are guidelines to assist those persons involved in the administration of the Virginia Standards of Learning (SOL) Assessments (paper and online) in determining what actions may compromise test security.

1. Students must never be exposed to unreleased test items or to the answers to unreleased test items before or following test administration. **Using unreleased test items in any form (including rewording of such test items) is STRICTLY PROHIBITED.** If in doubt whether test items have been released, contact the Division Director of Testing for verification.
2. All persons are prohibited from providing students with the answer to any unreleased test item and from making any suggestion as to how to respond to a test item at any time, whether before, during, or after a test administration. This prohibition includes provision of clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including dry-erase boards, chalkboards, charts, and bulletin boards).
3. Examiners should receive test booklets/writing prompts only on the day of testing. Examiners are not to open sealed packages of writing prompts more than 30 minutes before the test session for the direct-writing component of the writing tests.
4. Examiners are not to improperly review test items or test booklets before, during, or after test administration. Examiners administering the paper multiple-choice SOL tests are not to look ahead in the test booklets.
5. Copying/printing/photographing **ALL OR ANY PART** of an SOL assessment or taking notes about the items included on an SOL assessment is **STRICTLY PROHIBITED.** As stated in the copyrights by the Commonwealth of Virginia Department of Education, testing materials may not be reproduced or used in any form or by any means, electronic or mechanical, including photocopying or recording or by any information storage or retrieval systems.
6. All persons are prohibited from logging into TestNav™ (the Web-based application) posing as a student, current or fabricated, to view any SOL assessments. Only a student whose name appears on a Student Authorization Ticket is permitted to log in and take an online assessment (not applicable for *Writing* tests).
7. The tests must be administered strictly in accordance with the instructions outlined in the SOL assessment manuals. This includes following proper procedures for using test manipulatives. Directions that are to be read to the students must be read exactly as written.
8. No test item that will be scored to obtain students' test results may be used as a sample or practice item for learning how to select responses. Sample items are included in the SOL assessments to familiarize students with the format of the items and the procedures for selecting their answers.
9. All persons are prohibited from attempting to formally or informally score SOL assessments.
10. All Examiners, Proctors, or Interpreters using a Proctor Authorization Ticket to administer an online Read-Aloud assessment to students requiring this accommodation are prohibited from answering test questions in the Web-based assessment before, during, or after the administration of the test (not applicable for *Writing* tests).
11. All persons are prohibited from changing students' answers to test items whether by providing hints or clues during a test administration, correcting wrong answers during a test administration, or by erasing or correcting answers or responses recorded/selected by the student.
12. All known violations of test security procedures shall be reported by phone, fax or in writing. Call (804) 225-2102 to report violations by phone. Fax violations to (804) 371-8978. Written reports must be signed by the person making the report, and addressed to the Division of Student Assessment and School Improvement, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120. The Virginia Department of Education will request an investigation of any test improprieties and implementation of an action plan as necessary. All corrective action plans must be submitted to the Division of Student Assessment and School Improvement.

**Please read legislation passed by the Virginia General Assembly (§ 22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.**

**This page may be photocopied.**

## **Appendix A, continued**

**Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.**

### **§ 22.1–19.1. Action for violations of test security procedures.**

- A.** The Office of the Attorney General, on behalf of the Board of Education, may bring a cause of action in the circuit court having jurisdiction where the person resides or where the act occurred for injunctive relief, civil penalty, or both, against any person who knowingly and willfully commits any of the following acts related to secure mandatory tests required by the Board to be administered to students:
1. Permitting unauthorized access to secure test questions prior to testing;
  2. Copying or reproducing all or any portion of any secure test booklet/writing prompt;
  3. Divulging the contents of any portion of a secure test;
  4. Altering test materials or examinees' responses in any way;
  5. Creating or making available answer keys to secure tests;
  6. Making a false certification on the test security form established by the Department of Education; or
  7. Participating in, directing, aiding or abetting, or assisting in any of the acts prohibited in this section.
- For the purpose of this subsection, “secure” means an item, question, or test that has not been made publicly available by the Department of Education.
- B.** Nothing in this section may be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, Superintendent of Public Instruction or the Department of Education or their agents or employees engaged in test development or selection, test form construction, standard setting, test scoring, reporting test scores, or any other related activities which, in the judgment of the Superintendent of Public Instruction or Board of Education, are necessary and appropriate.
- C.** Any person who violates any provisions of this section may be assessed a civil penalty not to exceed \$1,000 for each violation; however, any person whose administrative or teaching license has been suspended or revoked pursuant to § 22.1-292.1 shall not be assessed a civil penalty for the same violation under this section.

All civil penalties paid to the Commonwealth pursuant to this section shall be deposited into the Literary Fund. (2000, cc. 634, 659; 2004, cc. 939, 955.)

**This page may be photocopied.**

## **Appendix A, continued**

**Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.**

### **§ 22.1–292.1. Violation of test security procedures: revocation of license.**

- A.** The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who commits any of the following acts knowingly and willfully with the intent to compromise secure mandatory tests administered to students as required by this title or by the Board of Education:
1. Giving unauthorized access to secure test questions;
  2. Copying or reproducing all or any portion of any secure test booklet/writing prompt;
  3. Divulging the contents of any portion of a secure test;
  4. Coaching or assisting examinees during testing or altering examinees' responses in any way;
  5. Making available any answer keys;
  6. Failing to follow test security procedures established by the Department of Education;
  7. Providing a false certification on any test security form required by the Department of Education;
  8. Retaining a copy of secure test questions; and
  9. Participating in, directing, aiding, assisting in, or encouraging any of the acts prohibited by this section.

For the purposes of this section, “secure test” means an item, question, or test that has not been made publicly available by the Department of Education.

Nothing in this section shall be construed to prohibit educational personnel from providing input to administrators or other authorized personnel, including school board members and members of the General Assembly, except when done in a manner that violates test integrity or security regarding the accuracy, clarity, or propriety of test items or test administration procedures.

- B.** Nothing in this section shall be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, the Superintendent of Public Instruction, or the Department of Education in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities which, in the judgment of the Superintendent of Public Instruction or the Board of Education, are necessary and appropriate.
- C.** Any suspension or revocation imposed for the acts enumerated in this section shall be rendered pursuant to Board regulations promulgated pursuant to the Administrative Process Act (§ 9–6.14:1 et seq. and § 22.1–298), governing the licensure of teachers.

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**Appendix A, continued**

**STANDARDS OF LEARNING (SOL) ASSESSMENTS  
SPRING 2008**

**SCHOOL DIVISION PERSONNEL TEST SECURITY AGREEMENT  
(INCLUDING EXAMINERS/PROCTORS)**

I acknowledge that I will have access to the Standards of Learning (SOL) Assessments for the purpose of administering an SOL test. I also acknowledge that I have read, understand, and agree to adhere to the *Test Security Guidelines* for the SOL test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the test to anyone.
2. I will not improperly review test items or test booklets/writing prompts, copy, or take notes about any part of the test.
3. I will not allow access to the test materials to any student or to any other person not so authorized by the School Test Coordinator.
4. I will not alter students' responses in any way.
5. I will not provide answers to test items or any other improper assistance to students.
6. If serving as an Examiner for online Read-Aloud test sessions, I will not answer test questions in the Web-based assessment before, during, or after the administration of the test.
7. I understand my Login ID and password for the Virginia SOL Web-based Assessments are secure and must remain confidential.
8. I have read the legislation passed by the Virginia General Assembly (§ 22.1–19.1 Action for violations of test security procedures and § 22.1–292.1 Violation of test security procedures: revocation of license).
9. I understand that if test security procedures and guidelines are not followed, my license may be suspended or revoked or I may be assessed a civil penalty for each violation.

**Interpreters and all individuals involved in transcriptions of student responses must also read and sign the test security agreement.**

**Please be sure to print, sign, and return the *Test Security Agreement* (from the computer OR manual) to the appropriate test administrator before administering any SOL tests.**

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

Division: \_\_\_\_\_

Date: \_\_\_\_\_

**This page may be photocopied.**

# APPENDIX B

## SAMPLE DEMOGRAPHIC PAGE OF A STUDENT ANSWER DOCUMENT (PAGE 1/2)



2008  
Answer Document

READING TEST  
GRADE 5

### Section 1

If this answer document is submitted WITH a Pre-ID label, any data in fields B through E will not be read by the scanner. Changes to student information must be made online within PEM Solutions.

If this answer document is submitted WITHOUT a Pre-ID label, fields B through E must be completed. Changes to student information after this document is submitted must be completed online within PEM Solutions.

Please see Section 2 for additional fields.

<b>A STUDENT NAME</b>				<b>TEACHER</b>			
SCHOOL				SCHOOL DIVISION			
GENDER		GRADE		DATE OF BIRTH		TEST DATE	

DATE OF BIRTH		
MONTH	DAY	YEAR
<input type="radio"/> Jan		<input type="radio"/> 19
<input type="radio"/> Feb		<input type="radio"/> 20
<input type="radio"/> Mar	0 0	0 0
<input type="radio"/> Apr	1 1	1 1
<input type="radio"/> May	2 2	2 2
<input type="radio"/> Jun	3 3	3 3
<input type="radio"/> Jul	4 4	4 4
<input type="radio"/> Aug	5 5	5 5
<input type="radio"/> Sep	6 6	6 6
<input type="radio"/> Oct	7 7	7 7
<input type="radio"/> Nov	8 8	8 8
<input type="radio"/> Dec	9 9	9 9

LAST NAME										FIRST NAME									
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z

GENDER	
<input type="radio"/> Female	<input type="radio"/> Male

STATE TESTING IDENTIFIER									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

JOHNSON, KYLE DOB: 01/01/1997  
123-4567 ANY ELEMENTARY SCHOOL GRADE: 5  
123456789-1 ETH: W DIS: XX LS: X LP: X  
GENDER: M  
SPRING 2008 NON-WRITING

PLEASE DO NOT WRITE IN THIS AREA																				SERIAL #	
<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>																					

**SAMPLE DEMOGRAPHIC PAGE OF A STUDENT ANSWER DOCUMENT**  
**(PAGE 2/2)**

STUDENT NAME	
Last Name	First Name

**2008  
READING TEST  
GRADE 5**

**Section 2:** Fields F and G must be completed. Fields H and I should be completed as needed.

F			READING FORM		
R					
	0	0		0	
	1	1		1	
	2	2		2	
	3	3		3	
	4	4		4	
	5	5		5	
	6	6		6	
	7	7		7	
	8	8		8	
	9	9		9	

G			TEST DATE		
MONTH		DAY	YEAR		
<input type="radio"/> Jan					
<input type="radio"/> Feb					
<input type="radio"/> Mar	0	0			
<input type="radio"/> Apr	1	1			
<input type="radio"/> May	2	2			
<input type="radio"/> Jun	3	3			
<input type="radio"/> Jul					
<input type="radio"/> Aug		5			
<input type="radio"/> Sep		6			
<input type="radio"/> Oct		7			
<input type="radio"/> Nov		8			
<input type="radio"/> Dec		9			

**H** TESTING STATUS  
Select Only One

# 1 SPECIAL TEST ACCOMMODATIONS

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Printed in the United States of America.

## READING

SAMPLES				
A	(A)	(B)	(C)	(D)
B	(F)	(G)	(H)	(J)

- |    |   |   |   |   |    |   |   |   |   |    |   |   |   |   |
|----|---|---|---|---|----|---|---|---|---|----|---|---|---|---|
| 1  | A | B | C | D | 26 | F | G | H | J | 41 | A | B | C | D |
| 2  | F | G | H | J | 27 | A | B | C | D | 42 | F | G | H | J |
| 3  | A | B | C | D | 28 | F | G | H | J | 43 | A | B | C | D |
| 4  | F | G | H | J | 29 | A | B | C | D | 44 | F | G | H | J |
| 5  | A | B | C | D | 30 | F | G | H | J | 45 | A | B | C | D |
| 6  | F | G | H | J | 31 | A | B | C | D | 46 | F | G | H | J |
| 7  | A | B | C | D | 32 | F | G | H | J | 47 | A | B | C | D |
| 8  | F | G | H | J | 33 | A | B | C | D | 48 | F | G | H | J |
| 9  | A | B | C | D | 34 | F | G | H | J | 49 | A | B | C | D |
| 10 | F | G | H | J | 35 | A | B | C | D | 50 | F | G | H | J |
| 11 | A | B | C | D | 36 | F | G | H | J |    |   |   |   |   |
| 12 | F | G | H | J | 37 | A | B | C | D |    |   |   |   |   |
| 13 | A | B | C | D | 38 | F | G | H | J |    |   |   |   |   |
| 14 | F | G | H | J | 39 | A | B | C | D |    |   |   |   |   |
| 15 | A | B | C | D | 40 | F | G | H | J |    |   |   |   |   |

[illegible]



**APPENDIX C**  
**STANDARDS OF LEARNING ASSESSMENTS**

**SPECIAL TEST ACCOMMODATIONS**

**Directions:** Before testing, the Examiner should become familiar with special test accommodations specified in students' IEPs, 504 management plans, or *LEP Student Assessment Participation Plans*, and coordinate with the STC how accommodations will be met during the testing session. Questions about whether accommodations not listed in this manual are permissible should be directed to the STC.

For additional information, refer to the *2007–2008 SOL Assessment Resource Manual, Procedures for Participation of Students with Disabilities in Virginia's Accountability System*:

[www.doe.virginia.gov/VDOE/Assessment/home.shtml](http://www.doe.virginia.gov/VDOE/Assessment/home.shtml)

**Additional materials required for testing accommodations**

Some accommodations require additional materials and supplies for test administration. It is important to review students' IEPs, 504 management plans, or *LEP Student Assessment Participation Plans* to identify necessary materials or devices in advance of the test dates. Examiners conducting a read aloud administration **MUST** ensure that the test booklets used have **IDENTICAL** form numbers so that the Examiner and student(s) are viewing the same test items. For students who will be using audiotapes that accompany the Braille, large-print, or regular versions of a test, they will need tape recorders, preferably one for each student. Other students may require magnification aids or a Braillewriter, depending on what their IEPs or 504 management plans specify.

The school division must supply enlarged copies of the answer documents if they are required by students.

**Audiotaping**

Some accommodations require that the test administration be audiotaped. These accommodations include:

- read-aloud administration
- Examiner/Proctor records students' answers for students who must dictate answers because they are unable to mark the regular answer document; or students respond verbally

For students with such accommodations specified in their IEPs or 504 management plans, arrange for the test administration to be audiotaped.

**Assistance with Directions**

The Examiner may make modifications as needed to the specific directions for administering a test to ensure that students taking the Braille, large-print, and/or audiotape versions of the test understand the testing procedures. For example, tell students they do not need to read or pay attention to the copyright notice that appears in the Braille version and is read at the beginning of audiotapes.

Assistance with directions may include reading directions to students, simplifying directions, clarifying directions, or writing directions. The Examiner may simplify directions by restating the directions using more familiar or clearly understood terminology. The Examiner also may clarify directions by answering questions from the students about the test directions related to the mechanics of the test.

## **APPENDIX C, continued**

An accommodation may require that the Examiner provide a copy of the directions for the student to reference during testing. Directions may be copied from either the student's test booklet or this manual. The directions may be written on the classroom's dry-erase board or chalkboard, displayed on an overhead projector, or copied onto individual sheets of paper. Again, special care must be taken when assisting with directions so as not to lead the students to correct responses.

### **Interpreters**

For some accommodations, interpreters may be required during the testing session. Interpreters are required when students' IEPs or 504 management plans specify that the student needs to have test items or directions interpreted by signing or transliteration in order to participate. Interpreters must also sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* (Appendix A).

### **Interpreting Directions**

Assistance with directions may include interpreting the test directions through signing or transliterations. Hearing-impaired students who normally communicate in an alternative or manual method may be provided an educational interpreter to interpret test directions or to answer questions concerning test instructions or procedures. The Examiner must be present for the testing session and read aloud the test directions as presented in the manual so that they can be communicated in the alternative or manual method by the educational interpreter. The student must direct any questions to the Examiner, and the Examiner's response must be communicated by the educational interpreter. The interpreter should also communicate sample questions that are read aloud as part of the test directions.

### **Interpreting (e.g., Signing, Transliteration) Test Items**

An interpreted (e.g., signing, transliteration) test administration must be proctored by appropriate school personnel. The interpreter must be very careful when interpreting the test items so as not to lead the student to a correct answer by facial expression or by repeating any part of the test that is not specifically requested by the student.

The Test Examiner and the Proctor must verify in writing that the test administration was conducted according to the standardized procedures. This written verification shall be retained on file in the office of the DDOT until scores are received and verified.

### **Read-aloud Accommodation on the Reading Assessment Only**

The read-aloud accommodation on the statewide reading assessments is allowed only for students with a visual impairment, including blindness, and those students with a specific disability that severely limits or prevents them from decoding text at any level of difficulty. This determination should be based on a diagnostic tool or instrument that was administered by a certified authority. Students with disabilities who are simply having difficulty reading text and/or are reading below grade-level are not allowed the read-aloud accommodation on the statewide reading assessments.



## APPENDIX C, continued

### Read-aloud Administration

Students with disabilities who are eligible for the read-aloud accommodation will use the same test form as other students in their classroom. Examiners conducting a read-aloud administration **MUST** ensure that the students' test booklets have **IDENTICAL** form numbers on the front covers, so that the Examiner and student(s) are viewing the same test items.

**A read-aloud administration must be recorded or proctored.** The taped record of the entire testing session shall be retained on file and secure in the office of the DDOT until scores are received and verified. If proctored, the Test Examiner and Proctor must verify in writing that the test administration was conducted according to the standardized procedures. This written verification must be retained on file and secure in the office of the DDOT until scores have been received and verified.

Special attention must be given to the IEP or 504 Management Plan for specific accommodations regarding reading the test aloud. For example, a student's accommodation may require the entire test to be read orally or may require having words, questions, or sentences read orally only when requested by the student. In particular, care must be taken to describe graphics without leading the student to the correct response. The audiotape provides a taped version of the test instructions and test items. A regular-print, large-print, Braille, or regular version of the test should be used in conjunction with reading the test aloud in order to provide the student multi-sensory stimulation. Test items must be read in English.

The Examiner must be very careful when reading the test aloud so that he/she does not lead the student to a correct response by intonation or by repeating any part of the test that is not specifically requested by the student. **Prior to reading aloud a test item, take a moment to review the item so that the answer is not inadvertently given to the student. Depending on the content of the test item, you may need to read aloud "Broad RD." as "Broad R-d period." Similarly, you may need to read the number 3,254 as "three comma two five four."**

For more detailed information, refer to the *Virginia Standards of Learning Assessments Guidelines for Administering the Read-Aloud Accommodation* at

**[www.doe.virginia.gov/VDOE/Assessment/Assess.PDF/readaloudguidelines.pdf](http://www.doe.virginia.gov/VDOE/Assessment/Assess.PDF/readaloudguidelines.pdf)**

### Transcription of Students' Answers

**NOTE:** Prior approval must be obtained from the STC to conduct a transcription of student(s) answers.

The accommodation for transcribing students' test responses onto an answer document is **only** available for students as stated in their IEPs, 504 management plans, or *LEP Student Assessment Participation Plans*. A student's responses to the multiple-choice tests must be transcribed to the regular answer document by a school official if the student's answers were:

- recorded on Braille paper or on an enlarged copy of the answer document,
- dictated to an Examiner/Proctor and audiotaped, or
- marked directly in the test booklet.

The transcription must be verified by a second school official to ensure that no errors occurred. Proctors may transcribe or verify the transcription. Other adults in the school can also transcribe responses or verify responses without formal training as a Proctor. However, the same individual should transcribe the entire response. An alert will be triggered if a response appears with more than one individual's hand writing. **NOTE: The students' responses must not be altered in any way.**

## APPENDIX C, continued

Transcriptions must be completed as soon as possible after the test has been administered. Remember that an answer document is considered to be secure once a student's answers have been recorded on it. Therefore, the answer documents must be kept in locked storage when not in use during an actual testing session.

The student's Braille responses, an enlarged copy of the answer document, and an audiotape of the students responses shall be retained on file and secure in the office of the DDOT until scores are received and verified. However, the marked test booklet **MUST** be returned to Pearson with all other non-scorable materials.

### **Using Audiotapes that Accompany Braille, Large-Print, or Regular-print Versions of the Test**

**NOTE: Only use the audiotape accompanying the Braille or large-print test forms if the student has use of an audiotape as an accommodation on her/his current IEP or 504 Management Plan.**

Before test administration, check tape recorders to be sure they will work correctly during test administration. Check the labels of the audiotapes to see that the subject area and test form number match the Braille, large-print, or regular-print test booklets.

In each set of specific directions for administering a subject area test, listen for an indication of a **NOTE** box that will advise exactly when to begin playing an audiotape. On the audiotape, the narrator reads the directions and the sample questions but does not refer to the answer document or how to enter answers. The Examiner may modify instructions to the student as necessary. **Students may pause or stop a tape as necessary during the test to follow its contents and keep up with the narration.** So that students may stop the tape as they need to, it is best to have an individual tape and tape recorder for each student using an audiotape version.

# **APPENDIX D** **Special Test Accommodations Codes** **Grade 5 Non-Writing Tests**

Reading		Mathematics (including Plain English Mathematics) and Science		Available for Online Testing	Answer document circle number	
		LEP	SWD			
•	•	•	•	•	1	flexible schedule (includes breaks during test and multiple test sessions); for online, breaks during test within one school day.
				•	2	group size
				•	3	environmental modifications (e.g., special lighting, noise buffers, use of study carrel)
•	•	•	•	•	4	visual aids (e.g., magnifying glass, templates to show only one item at a time); for online, large computer monitor, screen magnifier
L	•	L	•	•	5	amplification equipment (e.g., hearing aid or auditory trainer)
L	•	L	•	•	6	large-print test
				•	7	assistance with directions (i.e., simplifying or clarifying directions)
L	•	L	•	•	8	increased size of answer circles (e.g., enlarged copy of answer document)
L	•	L	•	•	9	Braille test/Braille answer document
		•	•	•	10	reading in English of test items (except for <i>Reading</i> test). If IEP calls for the <i>Reading</i> test aloud, see # 14.
		•	•	•	11	audiotape version of test items (except for <i>Reading</i> test). If IEP calls for using audiotape version of test see # 15.
		L	•	•	12	interpreting (e.g., signing, transliteration) test items (except for <i>Reading</i> test). If plan calls for interpreting the <i>Reading</i> test, see # 16.
L	•	L	•	•	13	communication board/pictorial presentation
L	•			•	14	reading test items in English on the <i>Reading</i> test
L	•			•	15	using audiotape version of the <i>Reading</i> test
L	•			•	16	interpreting (e.g., signing, transliteration) test items on the <i>Reading</i> test
•	S	•	S	•	17	bilingual dictionary
•	•	•	•	•	18	mark in test booklet or student responds verbally; for online, student responds verbally
		L	•	•	19	math aids (e.g., abacus, manipulatives)
				•	20	large diameter pencil, special pencil, pencil grip
L	•	L	•	•	21	respond by word processor, typewriter, Braille
L	•	L	•	•	22	augmentative communication device
L	•	L	•	•	23	spelling aids: spelling checker, spelling dictionary
				•	24	tape recorder (pre-writing only)
				•	25	dictation in English to a scribe (direct-writing sample only)
		L	•	•	26	use of calculator or arithmetic tables (grades 3, 4, 5, 6, and 7 math computation on the section of the test that does not allow a calculator)
•	•	•	•	•	27	other (must obtain prior approval from VDOE)
		•	•	•	A	<i>Plain English Mathematics</i> Test
•	•	•	•	•	B	other – nonstandard

Black squares in either column indicate accommodations that are not available for these tests. DO NOT COMPLETE.

**S** Unless also identified as LEP, these accommodations are not available for students with disabilities. DO NOT COMPLETE.

**L** Unless also identified as SWD, these accommodations are not available for LEP students. DO NOT COMPLETE.

• These accommodations are available as needed.

||||| These accommodations are available to all students as needed.

Revised 9/18/07

# APPENDIX E

## SAMPLE TEST BOOKLET PACKAGE ASSEMBLY ID SHEET

Name of  
Test

VIRGINIA STANDARDS OF LEARNING  
SPRING NON-WRITING SECURE  
TEST MATERIALS  
Assembly ID Sheet

Form  
Numbers

Level

Quantity

5 READ [R0118-R0618] (10)



VA00000161 006921821

AFTER OPENING THIS PACKAGE BUT BEFORE DISTRIBUTING ITS CONTENTS TO STUDENTS:

1. Count the number of test materials contained in this package.
2. Check the one that is applicable and explain any discrepancy.

\_\_\_ There were 10 test materials in this package.

\_\_\_ There were NOT 10 test materials in this package.

Discrepancy: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Signature \_\_\_\_\_ Date \_\_\_\_\_

4. Return this Assembly ID sheet to the STC along with all enclosed test materials immediately after the testing session has concluded.

Range of  
Security  
Numbers  
in Packet

Assembly Number: VA00000161

Assembly Name: 5 READ [R0118-R0618] (10)

Beginning Serial Range: 006921 **821**



Ending Serial Range: 006921 **830**



Quantity: 10

For Internal Use Only.

Pg 1

Pkt **33**

**STANDARDS OF LEARNING (SOL) ASSESSMENTS  
SPRING 2008 NON-WRITING TESTS**

**EXAMINER'S/PROCTOR'S TEST BOOKLET TRANSMITTAL FORM/AFFIDAVIT**

**Division Name:** \_\_\_\_\_ **School Name:** \_\_\_\_\_

**Test Name:** \_\_\_\_\_

**Directions**

**School Test Coordinators:** Use the form on the reverse side to sign test booklets out to and in from Examiners/Proctors in your school. Provide your division name and school name.

- ☐ 1. List each Examiner's/Proctor's name in the far-left column (1).
- ☐ 2. List the number of test booklets (2) assigned to each Examiner/Proctor.
- ☐ 3. The Examiner/Proctor should initial the "Out" column (3) when receiving test booklets.
- ☐ 4. The STC must initial the "In" column (4) at the end of the day when test booklets are returned. Both the Examiner/Proctor and STC should count or otherwise verify the number of test booklets distributed before initialing this form.

**5. EXAMINER'S/PROCTOR'S AFFIDAVIT**

**After testing is completed, have each Examiner/Proctor read the following statements and sign the "Examiner's/Proctor's Affidavit" column (5) certifying the following:**

- ☐ a. I administered the Standards of Learning (SOL) Assessment test according to the directions in the *Examiner's Manual*.
- ☐ b. I kept all materials secure when in my possession.
- ☐ c. I did not conduct any inappropriate test preparation activities with students that would invalidate their performance or give them an undue advantage over others.
- ☐ d. I did not alter students' responses in any way.
- ☐ e. I have read the statements above and understand that I am certifying that they are true by signing the "Examiner's/Proctor's Affidavit" on the reverse side.

(Over)

**STANDARDS OF LEARNING (SOL) ASSESSMENTS  
SPRING 2008 NON-WRITING TESTS**

**EXAMINER'S/PROCTOR'S TEST BOOKLET TRANSMITTAL FORM/AFFIDAVIT**

**Division Name:** \_\_\_\_\_ **School Name:** \_\_\_\_\_

**Test Name:** \_\_\_\_\_

**Directions:** Numbers at the top of each column correspond to steps listed on the reverse side.

(1) Examiner's Name (Proctor's Name)	(2) Test Booklet Quantity	(3) OUT— EXAMINER'S/ PROCTOR'S INITIALS	(4) IN— STC'S INITIALS	(5) EXAMINER'S/PROCTOR'S AFFIDAVIT Examiners and Proctors are to sign in this column only AFTER reading statements a–e above on reverse side.

**NOTES TO STC:**

1. At the close of test administration, this completed page must be forwarded to your DDOT, who will keep it on file.
2. This page may be photocopied.

**STANDARDS OF LEARNING (SOL) ASSESSMENTS  
SPRING 2008 NON-WRITING TESTS****CLASSROOM TRANSMITTAL DOCUMENT FOR SPECIAL TEST FORMS KITS**

*For use by the STC when distributing Special Test Forms Kits to the Examiner/Proctors prior to testing, and for use by the Examiner when returning Special Test Forms materials to the STC following testing.*

**Directions**

**School Test Coordinators:** After testing is completed, have each Examiner/Proctor read the following statements and sign the “Examiner’s/Proctor’s Affidavit.”

**Examiner’s/Proctor’s Affidavit**

- a. I administered the Standards of Learning (SOL) Assessment test according to the directions in the *Examiner’s Manual*.
- b. I kept all materials secure when in my possession.
- c. I did not conduct any inappropriate test preparation activities with students that would invalidate their performance or give them an advantage over other students.
- d. I did not alter students’ responses in any way.
- e. I have read the statements above and understand that I am certifying that they are true.

Examiners are to sign only AFTER reading  
statements a–e above.

\_\_\_\_\_  
Examiner’s/Proctor’s Signature

**NOTES TO STC:**

- 1. At the close of administration, this completed page must be forwarded to your DDOT, where it will be kept on file.
- 2. This page may be photocopied.

**STANDARDS OF LEARNING (SOL) ASSESSMENTS  
SPRING 2008 NON-WRITING TESTS**

**CLASSROOM TRANSMITTAL DOCUMENT FOR SPECIAL TEST FORMS KITS**

*Before testing, this form is for use by the STC when distributing Special Test Forms Kits to the Examiners.*

*After testing, this form is for use by the Examiners when returning secure Special Test Forms Kits to the STC.*

DIVISION NAME: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_

EXAMINER'S NAME: \_\_\_\_\_

Test Name		Regular Audio Kit	Braille Kit w/o Audio Tape	Braille Kit w/Audio Tape	Large- Print Kit w/o Audio Tape	Large- Print Kit w/Audio Tape	Kits Received		Kits Returned	
							Quantity Received	Examiner's Initials <sup>1</sup>	Quantity Returned	STC's Initials <sup>2</sup>
<b>Grade 5</b>	Reading									
	Mathematics									
	Plain English Mathematics									
	Science									

<sup>1</sup> Before test administration    <sup>2</sup> After test administration



## APPENDIX F

### STANDARDS OF LEARNING (SOL) ASSESSMENTS 2007-2008

#### TEST IRREGULARITY FORM

*The Test Irregularity Web Application System (TIWAS) will be implemented during the Spring 2008 SOL Non-Writing Test Administration. As directed by the STC, follow procedures for documenting and submitting test irregularities using the TIWAS. The STC may direct Examiners to use this form or parts of the form to document the test irregularity incident.*

**Division Name:** \_\_\_\_\_

**Irregularity Number:** \_\_\_\_\_

**Test Administration:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Created Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

☐ Regular    ☐ Term Grad    ☐ Exp Retake

**Student Grade:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Test Type:**    ☐ Regular    ☐ Regular Audio

**No. of Students:** \_\_\_\_\_

☐ Large Print    ☐ Braille

**Test Session Name:** \_\_\_\_\_

**Test Mode:**    ☐ Paper    ☐ Online

Test Level/Content Area/Subject		Form No. with Irregularity	Prompt No.	Assigned by TIWAS	
				Alternate Form No.	Prompt No.
FOR EXAMPLE: <input type="checkbox"/> 7 Mathematics		M3026			
<input type="checkbox"/> 3 _____					
<input type="checkbox"/> 4 _____					
<input type="checkbox"/> 5 _____					
<input type="checkbox"/> 6 _____					
<input type="checkbox"/> 7 _____					
<input type="checkbox"/> 8 _____					
CSH	<input type="checkbox"/> Virginia Studies _____				
	<input type="checkbox"/> US History to 1877 _____				
	<input type="checkbox"/> US History: 1877 to the Present _____				
	<input type="checkbox"/> Civics & Economics _____				
End-of-Course	<input type="checkbox"/> English: Writing _____				
	<input type="checkbox"/> English: Reading _____				
	<input type="checkbox"/> Math _____				
	<input type="checkbox"/> Science _____				
	<input type="checkbox"/> History _____				

**Student Names and STIs (attach list of additional names and STIs):**

1. \_\_\_\_\_ 2. \_\_\_\_\_

**Description of Irregularity (PLEASE PRINT):**

**Submitted to DDOT:**    ☐ YES    ☐ NO

**Submitted to VDOE:**    ☐ YES    ☐ NO

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

This page may be photocopied.



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